



CITY OF POCATELLO CLASSIFICATION SPECIFICATION

Lead Librarian

Department: Library

Reports to: Library Division Supervisor Pay Grade: H09

Date Established: 1/2016

Date Revised: 10/2017

FLSA Status: Non-Exempt

CLASSIFICATION SUMMARY

The Lead Librarian provides library services to patrons by maintaining library collections of books, publications, audiovisual and other materials, furnishing information on library programs, activities, facility, rules and services, and assisting patrons in the use of reference sources. A Lead Librarian may be assigned to work in Reference Services or Circulation services.

The job includes ordering and maintaining library print, media and electronic collections, program planning, facilitating groups and/or teaching classes and connecting information to patrons for the purpose of formal education, professional enrichment or personal enhancement. It also includes direct supervision of staff, especially in the absence of the division supervisor, directs training of new employees, and manages the scheduling of staff including time off requests and break schedules.

The job requires strong communication and public relations skills to assist patrons with all aspects of library services in the assigned area. The Librarian should be knowledgeable of library materials, authors, resources and trends across a variety of subject areas related to the assigned work in reference or circulation. The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, the Library Board of Trustees other organizations, and the general public.

The work is conducted in a general office and library environment with stable temperatures and a moderate level of noise. Occasionally, the Lead Librarian may be confronted with difficult patrons and/or situations that require patience and a calm demeanor. The nature of the job may require weekend and/or evening work.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

Maintains library collections of books, publications, documents, audiovisual and other materials and assists groups and individuals in locating and obtaining materials. Furnishes information on library activities, facilities, rules and services. Explains and assists in use of reference sources, such as book catalog or library consortium catalog and periodical indexes to locate information. Converses with patrons to determine library needs, including reading preferences. Searches catalog files and shelves to locate information. Selects, orders, catalogs and classifies materials. May create, prepare and present programs, book groups, classes, informational sessions and other specialized library activities. May plan and direct or carry out special projects involving library promotion and outreach activities. Directs reference or circulation staff activities. Manages schedule of appropriate division. Directs the training of new staff. Provides guidance to division supervisor for department direction. Serves as lead worker to respond to questions or unusual situations for library staff or patrons.

Answers inquiries and provides information and assistance to the public by telephone and in person. Maintains records and handles advanced patron complaints and disruptive individuals as needed. Assists in other areas of library services as needed.

Performs all work duties and activities in accordance with City policies, procedures, and safety practices.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

CLASSIFICATION REQUIREMENTS:

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

Knowledge of:

- Library collections, operations, policies and procedures related to the assigned work area;
- The principles, methods and practices of professional library science, including library databases;
- Program development and evaluation related to assigned work area;
- Effective customer service methods, techniques, and objectives;
- Leadership and planning skills to present programs;
- Operation of a personal computer and job-related software applications.
- Employee supervision and training methods, techniques and objectives.

Skill and Ability to:

- Develop and maintain library collections of books, publications, documents, audiovisual and other materials;
- Provide patron services to furnish information on library activities, facilities, rules and services;
- Assist patrons and staff in locating materials to meet their needs;
- Organize, coordinate and present programs and activities related to the assigned work area
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Alphabetize and use the Dewey Decimal System to maintain library collection;
- Interview patrons to determine their needs and assist with locating appropriate materials;
- Respond politely and graciously to interruptions and/or questions that may have been asked numerous times;
- Answer inquiries and provide information to the public by telephone and in person;
- Supervise, schedule, and train employees;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS

- Bachelor's or Master's degree in Library Science is preferred; and
- Two (2) or more years library experience related to the assigned work area.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

PHYSICAL REQUIREMENTS

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, use hands to handle materials, manipulate tools, keyboard and type, reach with hands and arms, and operate job-related equipment. The employee must occasionally lift and/or move up to 25 pounds. Sufficient visual acuity and hearing capacity to perform the essential functions and interact with the public is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.