



CITY OF POCATELLO CLASSIFICATION SPECIFICATION

Library Specialist

Department: Library

Reports to: Library Division Supervisor

Pay Grade: H04

Date Established: 5/2014

Date Revised: 12/2017

FLSA Status: Non-Exempt

CLASSIFICATION SUMMARY

The Library Specialist performs para-professional technical and clerical work in one or more of the specialized fields of librarianship. The Library Specialist differs from the Library Assistant position in the level of responsibility and associated skill set required for work associated with a specialized library function, such as technical services or reference services.

Duties in Technical Services include processing new library materials and cataloging them by determining the appropriate placement and entering them into the computerized system, modifying catalog records as needed, ordering books, processing donations, repairing and mending books and other materials and working with staff on book requests.

Duties in Reference Services include answering patron inquiries and maintaining the collection and displays of the reference division. Duties also include locating needed information either in the library's collection or online, enforcing library rules and policies, assisting the public in using computers and catalogs, ordering new books and other library materials, compiling reference statistics and generating lists of books and processing magazines.

The Library Specialist works independently to carry-out their duties and responsibilities under the general supervision of a Library Services Supervisor. Work shifts may be part-time or full-time and may include evening and weekend work.

The job requires knowledge of a specialized library function as assigned and fundamental library objectives and practices and strong customer service skills to assist patrons with all aspects of library services. The job requires the ability to maintain a collaborative and cooperative working relationship library staff and supervisors, other City employees, and the general public.

The work is conducted in a general office and library environment with stable temperatures and a moderate level of noise.

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

Performs para-professional technical and clerical work in reference, or technical services as follows:

Technical Services – Orders and receives new books and other library materials; catalogs books, determining proper placement, identification and labeling; repairs books and other materials; reviews and verifies computerized records; prepares labels and barcodes for material identification; processes donations; works with staff on specialized book requests; order supplies and takes inventory. Maintains current knowledge on new requirements, new software and programs associated with technical service requirements.

Reference Services – Assists the reference lead librarian by answering inquiries and maintaining the collection and displays of the reference division. Responds to patron requests; connects patrons with library materials suitable to their needs; searches the library collection to help patron find selected materials on shelves; orders new books, audio/visual and other library materials; assists the public in using computers and catalogs; manages and maintains displays and other promotional materials; assists with reference collection

maintenance by cleaning and filing library materials and ensuring materials are filed according to Dewey Decimal System. Compiles reference statistics and prepares reports.

Provides general assistance to patrons in person and on the phone, answering inquiries and providing information and directions.

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:

- Fundamental library principles, objectives, methods, materials and practices;
- Principles, practices and objectives of the Dewey Decimal System;
- Basic library cataloging methods and practices;
- Collection maintenance and preservation;
- Library search methods and techniques to locate materials;
- Effective customer service methods, techniques, and objectives;
- General office skills and operation of a personal computer and job-related software applications.

Skill and Ability to:

- Perform para-professional technical and clerical duties related to the assigned division;
- Provide effective customer service to library patrons;
- Listen to and comprehend patron requests;
- Explain and apply library policies and procedures;
- Determine proper placement of materials within the collection;
- Be observant and detail oriented for accuracy in performing the essential job functions;
- Follow written and oral instructions;
- Operate a computer system used for circulating books and library materials;
- Provide patron services to furnish information on library activities, facilities, rules and services;
- Assist patrons in locating materials to meet their needs;
- Open and Close the Library as needed;
- 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;
- Respond politely and graciously to interruptions and/or questions that may have been asked numerous times;
- Maintain calm and work effectively with the public to diffuse sometimes difficult situations;
- Answer inquiries and provide information to the public by telephone and in person;
- 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

- High School Diploma or GED is required;
- At least one (1) year experience in a library is preferred.

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.