LIBRARY SPECIALIST

FLSA Code: E *Job Code: 5020*

GENERAL DEFINITION AND CONDITIONS OF WORK:
Performs difficult paraprofessional and intermediate administrative work managing and coordinating the Circulation or other assigned section of the public library and/or providing assistance to library patrons; does related work as required. Work is performed under the general supervision of the Library Director. Supervision is exercised over all assigned personnel.

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires stooping, reaching, standing, walking, lifting, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:
Supervises an activity or managing an assigned section of the library; planning and scheduling work; assisting patrons in use of library equipment and locating library materials; maintaining records and files; preparing reports.
Classifies and catalogues books and other library materials;
Plans and coordinates the functions of the section;
Schedules and assigns library staff;
Supervises, trains, schedules and evaluates assigned staff;
Serves as volunteer coordinator;
Receives, reviews and adjusts patron complaints;
Interprets library policy regarding assigned section;
Keeps library manuals up to date;
Compiles and maintains statistical records and reports;
Performs cash receipt and management activities;
Plans and coordinates automation of assigned function;
Orders supplies for section;
Prepares weekly reports;
Coordinates periodic maintenance;
Identifies staff development needs;
Shares public service including evenings and weekends;
Performs related tasks as required.

REQUIREMENTS/EDUCATION/EXPERIENCE:
Graduation from an accredited college or university with major course work in business administration, office management or related field and considerable experience in library work; thorough knowledge of library procedures, methods and techniques, the library circulation functions, office procedures and records maintenance techniques; demonstrated ability to exercise initiative and independent judgement, to plan and supervise the work of subordinate personnel and to establish and maintain effective working relationships with library patrons and associates. An equivalent combination of training and experience may be considered.

This is a class description and not an individualized job specification. The class description defines the general character and scope of duties, responsibilities, and requirements of all positions in one job classification, but is not all inclusive. Duties, responsibilities and requirements may be added, deleted or changed at any time at the discretion of management.