



LIBRARIAN, TECHNICAL SERVICES

FLSA: Exempt

Grade 17 \$29,636.03 - \$47,417.64

GENERAL DEFINITION

An employee in this classification performs at the professional level and functions in the technical services area of library operations. Position is responsible for the full range of activities associated with the receipt, inventory, cataloging, indexing, processing and physical integrity of acquisitions, donations, and other library materials. This position is also responsible for updating the Library's website. The employee exercises considerable independent judgment and initiative and reports to the Assistant Library Director and/or the Library Director.

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Performs evaluation of donated materials to ensure physical integrity; identifies resources that are damaged, obsolete, or otherwise in need of repair or disposal.
- Responsible for the purchasing of new materials for the Library based on demand and patron requests.
- Evaluates the condition of existing materials and resources; selects replacements for purchasing to ensure the continued maintenance and size of the overall collection.
- Supervises staff engaged in the receipt, inventory, cataloging, indexing, and processing of library acquisitions.
- Identifies unique cataloging issues and determines and establishes policy for future occurrences of the same.
- Locates bibliographic records in situations where no standard records are available within the existing database resources.
- Creates original or complex-copy catalog records of unusual titles so that records are made available.

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- Inventories processing supplies to ensure and maintain adequate stock levels; initiate purchasing as required.
- Assists in all aspects of the library's patron services as needed.
- Trains, supervises, and evaluates support staff and volunteers in a specific area of library service.
- Maintains current knowledge of trends and developments in library science and library programming for application to functions undercharge.
- Conducts repairs and weeding as part of library collection maintenance efforts.
- Provides updates for the City's website/Library Page.
- Requires regular attendance to scheduled work shifts.

KNOWLEDGE, SKILLS & ABILITIES

- Substantial knowledge of the principles and practices applied to the organization, management, and administration of processing, cataloging, and indexing library materials.
- Substantial knowledge of the objectives and ideals of public library services, including a thorough understanding of activities applicable to a demographically and culturally diverse community.
- Substantial knowledge of the body of available and current information resources applicable to the department's functions for technical research and patron assistance purposes.
- Considerable knowledge of modern office practices, with emphasis on computer literacy, word processing, spreadsheet applications, and electronic records and file management.
- Ability to interpret rules, regulations, and policies for effective decision-making.
- Ability to establish and maintain effective working relationships with employees, division and department heads, public/private sector contacts, and City Administration.
- Ability to assign, train, supervise and review the work of others in a manner conducive to full performance and compliance with established policies, procedures, and regulatory standards applicable to the work.
- Ability to establish and maintain effective working relationships with internal and external customers, as well as governing and appointed authorities.

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- Ability to communicate professionally and effectively verbally, in writing, and in presentations.
- A strong customer service orientation in work and communication with coworkers, management, elected officials, and citizens.

PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee cataloging.

- The ability to stand, sit, walk, talk, and hear.
- Must be able to operate objects, tools or controls and reach with arms and hands.
- Walk up or down stairwells, ladders, or steps.
- The employee must frequently lift and/or move up to 35 pounds.
- Vision ability includes close and peripheral vision, and color and depth perception.
- Oral communications ability.

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

Master's degree from an American Library Association (ALA) accredited institution in Library Science; Bachelor's degree with two (2) years experience in cataloging and indexing for library collection and maintenance may substitute for the desired Master's degree; or an equivalent combination of education, training, and experience.

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I _____ have read and acknowledge receipt of the job classification.

Employee signature

Date