



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: LIBRARIAN III

BARGAINING UNIT: CIV MANAGEMENT CODE NUMBER: 0750

PAY RANGE CODE: 19.1 MC REVISION DATE: 2/23/2017

NATURE OF WORK:

This is professional library work which involves library branch services or system-wide internal operations (e.g., collection development, collection processing, circulation, and facilities). Work includes allocating funds, formulating policies, solving administrative problems, and recommending the hiring and termination of subordinate staff.

ESSENTIAL FUNCTIONS: *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Directs branch services or internal operations by formulating library policies and procedures, establishing goals and objectives, and participating in problem solving and long-range planning.

Delivers customer services to all library users, both internally and externally, including responding to customer comments and complaints.

Oversees the administration of the automated catalog and circulation system to include monitoring and negotiating system contracts, loading software updates, and addressing system malfunctions.

Approves and coordinates the effective use of library funds to select and purchase materials for the library.

Oversees the library's acquisition, cataloging, and processing functions.

Assists in development of policies and procedures for the library.

Recommends the hiring and termination of library personnel and directs performance evaluation of subordinate professional, para-professional, and clerical staff.

Participates in allocating and administering the library materials budget by analyzing fiscal reports and evaluating library needs.

Attends conferences and meetings to foster innovative approaches to library services.

Visits library branches regularly to meet with staff and attend events.

Performs the duties of subordinate library staff when necessary.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Knowledge of standard library principles, methods, practices, services, and materials.

Knowledge of library reference and research tools.

Knowledge of reader interest levels, books, and authors.

Knowledge of effective organizational and management policies, procedures, and best practices.

Knowledge of budget preparation and budget management.

Knowledge of turn-key automation systems.

Skill in hiring, training, assigning, scheduling, supervising, inspecting, and evaluating the work of subordinate personnel.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to view printed text on book bindings to retrieve library materials.

Ability to use tact and diplomacy when interacting with difficult patrons.

Ability to maintain patron confidentiality.

Ability to analyze community needs and plan, develop, and deliver appropriate programs for targeted groups.

Ability to analyze professional and administrative problems, make recommendations, and take timely and appropriate action.

Ability to formulate and interpret library policies, procedures, goals, and objectives.

Ability to interpret municipal codes, personnel policies, and procedures.

Ability to develop budgets and maintain accurate records of expenses.

Ability to prepare clear and concise reports.

Ability to stimulate patron interest in library resources.

Ability to communicate effectively, both written and verbally, and to deliver presentations and answer questions from the public.

Ability to determine the priority of goals and assignments and to complete projects with minimal supervision.

Ability to plan, develop, explain, and implement new procedures and to revise as needed.

Ability to identify, analyze, and resolve problems.

Ability to establish and maintain effective working relationships with fellow employees and the general public.

Ability to understand oral or written instructions.

Ability to adhere to safety policies, procedures, and guidelines.

Ability to reach, bend, stoop, squat, walk, sit, push, and pull up to 25% of the time.

Ability to move objects weighing up to twenty (20) pounds up to 33% of the time and weighing up to ten (10) pounds from 67 to 100% of the time.

EDUCATION AND EXPERIENCE: *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

Master of Library Science degree or Master of Science in Library or Information Science degree from a program accredited by the American Library Association (ALA)

AND

Four (4) years of experience in professional library work, two (2) years of which must have been in a supervisory capacity in the field of specialization.

SPECIAL QUALIFICATIONS

Must register for Nebraska Public Librarian Certification through the Nebraska Library Commission within 30 days of the hiring date. Must complete necessary continuing education requirements to keep certification current while employed by the Omaha Public Library.

Must be able to transport oneself or coordinate transportation to locations throughout the City during the course of the work day.

Must be able to work flexible schedules that include evenings and weekends.

WORKING CONDITIONS: *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed amid normal conditions of humidity, odors, and dust or at various sites throughout the city when addressing students and community groups. Work may also involve contact with rude, irate, or challenging patrons. Work also involves retrieving library materials which are stored on shelves as low as six inches above the floor and as high as seven feet.

EQUIPMENT OPERATION: *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Computer
Facsimile Machine
Credit/Debit Card Machine
Printer
Security Camera

Copier
Digital Camera
Calculator
Scanner

Telephone
Cash Register
Mobile Devices
Digital Camera

Previous Revision Date(s): 3/25/93
11/30/00
02/28/13