



# CITY OF OMAHA CLASS SPECIFICATION

**CLASSIFICATION TITLE: LIBRARIAN II**

**BARGAINING UNIT: CIV MANAGEMENT CODE NUMBER: 0740**

**PAY RANGE CODE: 16.1 MC REVISION DATE: 2/23/2017**

## **NATURE OF WORK:**

This is professional library work managing the operations of a branch library or major division. Work includes expending branch or departmental budgets; implementing policies; providing customer service; promoting library services; and planning and directing the work of subordinate professional, para-professional, and clerical personnel.

**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.)*

Manages all operations of a branch library or major division; implements and interprets policies and procedures; participates in selecting subordinate staff; resolves patron complaints; provides solutions to personnel and library operation problems; oversees contract compliance for security services, cleaning services, lawn care, and snow removal operations.

Develops ideas and plans for innovative services, programs, and special events that are of interest to the community being served.

Plans, schedules, trains, assigns and oversees work of, evaluates and disciplines subordinate personnel.

Provides work direction and oversees work of non-direct reports.

Evaluates library collections, selects materials for purchase, and determines whether outdated and worn materials should be withdrawn from the library collection.

Assists patrons in selecting library materials, using all library resources and providing reading suggestions and research assistance.

Maintains relationships and effective communication with community, vendor, and facility partners that further the Library's mission and ensure the cleanliness and safety of our buildings.

Delivers customer service to all library patrons and staff at service desks, on the telephone, and online by performing such tasks as issuing library cards, circulating materials, answering questions, and promoting programs and services.

Prepares and delivers coordinated outreach efforts designed to promote the library and encourage use of its resources, programs, and services.

Plans or participates in special programs, exhibits, and tours to promote interest in the library and to assist in public relations efforts.

Participates in professional development opportunities, including participation in conferences and meetings, to foster innovative approaches to library service.

Keeps informed of technological changes in the library profession and utilizes all available equipment and resources to fulfill the library's mission.

Manages a budget; compiles and documents budget requests, monitors expenditures, and makes recommendations for future budgets.

Compiles and submits statistical and narrative reports of fiscal and library operations.

Establishes and maintains connections with community organizations and individuals.

Performs technical cataloging and classification work that includes researching existing files, maintaining standardization of the library database, and assigning classification numbers and subject headings to books, government documents, media and other materials.

Provides key metrics and data analysis as needed for monthly and annual performance reports, grant applications, and library demographics.

Oversees staff development personnel, functions, and initiatives for the library.

Oversees, develops, and evaluates the library's strategic plan; provides market research data as need to develop library services, goals, and objectives.

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.

**IF ASSIGNED TO COMPUTER HARDWARE/SOFTWARE MAINTENANCE DUTIES:**

Maintains and upgrades the library's computer system hardware and software; advises users and management of its capabilities and limitations; configures software program parameters; performs backup procedures; troubleshoots performance issues; and corrects malfunctions.

Writes programs and sub-programs to locate information and compile reports.

Tracks software billing costs and assists in estimating future budget needs.

Conducts research to remain abreast of changing technologies in the library-related computer field.

Assists in managing the library's website and compiling website-related statistics.

Acts as primary contact with software vendors and vendor user groups.

**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, procedures, services, and materials.

Knowledge of library reference and research tools.

Knowledge of reader interest levels, books, and authors.

Knowledge of new and emerging technologies and their implications for libraries.

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 interpret library policies, procedures, goals, and objectives.

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

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 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 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 stand and walk 76 to 100% of the time; and to climb, reach, balance, bend, stoop, squat, kneel, crouch, 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.

#### IF ASSIGNED TO COMPUTER HARDWARE/SOFTWARE MAINTENANCE DUTIES:

Knowledge of library organizational structure, library operations, and how computerized record-keeping systems support library functions .

Knowledge of computer applications for processing and maintaining records.

Knowledge of library industry-specific computer applications and their attendant software.

Knowledge of the various computer hardware used in data processing, its capabilities and limitations; and how hardware is linked together to provide workstations for data processing end users.

Knowledge of new and emerging technologies and their implications for libraries.

Skill in the installation and modification of computer hardware and software.

Skill in the detection of software problems and their timely resolution.

Ability to ascertain the record keeping and data processing needs of computer users and the ability to determine if their needs can be met with computer hardware and software.

Ability to apply the assigned software to its optimal use to support the system's users.

Ability to train others in the operation of computers, accompanying software, and other equipment pertinent to electronic data processing and record keeping.

Ability to translate technical terms and concepts so that they are understandable to the non-technically oriented.

Ability to sit and grasp objects from 50 to 75% of the time; and to stand, reach, carry objects, walk, stoop, kneel, crouch, or crawl up to 25% of the time.

Ability to use up to forty (40) pounds of force up to 25% of the time to move objects.

**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

Three (3) years of experience in professional library work, and if assigned to computer hardware/software maintenance duties, that library experience includes two (2) years of experience in the installation of computer hardware and the installation and modification of software packages.

**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 involve working to resolve complaints and issues with 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

Copier  
Digital Camera  
Calculator

Telephone  
Cash Register  
Mobile Devices

Printer  
Security Camera

Scanner

Digital Camera

Previous Revision Date(s): 3/25/93  
11/30/00  
07/29/10  
02/28/13