



# CITY OF OMAHA CLASS SPECIFICATION

**CLASSIFICATION TITLE: LIBRARIAN I**

**BARGAINING UNIT: [CIV MANAGEMENT](#) CODE NUMBER: 0730**

**PAY RANGE CODE: [12.1 MC](#) REVISION DATE: 8/30/18**

## **NATURE OF WORK:**

This is entry-level professional library work. Work includes providing customer service; making recommendations for materials acquisition; performing reference work in general and/or specialty fields; and planning and delivering outreach and programs. Work may also include assigning and following up on the work of para-professional and clerical employees.

**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.)*

Makes recommendations for acquiring books, government documents, periodicals, media, digital content, and other materials by assessing library patrons' needs and interests and consulting professional journals and lists.

Performs complex research and reference work in general and/or specialty fields; provides patrons with requested information or recommends alternative resources.

Advises readers by recommending authors, titles, and topics of interest.

Prepares website content, resource guides, book lists, bibliographies, special book displays, and exhibits.

Supervises and may participate in the processing of library materials; recommends withdrawing worn or outdated materials from the library collection.

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

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

Records and maintains daily cash reports, statistics, and other records.

Plans and delivers programming for assigned specialty field and/or age group (children, teens, adults); visits schools and meets with community groups to stimulate interest in library resources and services.

Oversees the library's statistical and metric work and reporting requirements for local, county, state, and national agencies.

Plans and delivers system-wide staff development initiatives that include new employee orientation, continuing education, and the library training needs.

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.

Assigns, oversees, and evaluates the work of clerical and para-professional staff.

Manages the operation of the library or assigned unit in the manager's absence.

Performs technical cataloging and classification work including research of existing files, maintaining standardization of the library data base, and assigning classification numbers and subject headings to books, government documents, audio/video cassettes, and other material.

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, procedures, services, and materials.

Knowledge of library reference and research tools.

Knowledge of reader interest levels, books, and authors.

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 maintain accurate records of cash reports, circulation statistics, and other library reporting requirements.

Ability to stimulate patron interest in library resources.

Ability to assign, oversee, and evaluate the work of para-professional and clerical employees.

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

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, walk, and bend 76 to 100% of the time; reach, stoop, squat, crouch, and push 51 to 75% of the time; and climb, balance, kneel, crawl, pull, and sit 0 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.)*

1. 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)

OR

2. Bachelor's degree

AND

Three (3) years of experience working in a library or related experience in teaching, recreation, social work, or a related field

OR

3. Any equivalent combination of education and experience.

### **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 library 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

Copier  
Digital Camera  
Calculator  
Scanner

Telephone  
Cash Register  
Mobile Devices  
Digital Camera

Previous Revision Date(s): 3/25/93  
11/30/00  
7/29/10  
2/28/13  
2/23/17