



# CITY OF OMAHA CLASS SPECIFICATION

## CLASSIFICATION TITLE: LIBRARY SPECIALIST

BARGAINING UNIT: [CIV MANAGEMENT](#) CODE NUMBER: 0720

PAY RANGE CODE: [7.1 MC](#) REVISION DATE: 2/23/2017

### NATURE OF WORK:

This is para-professional library work performing skilled library duties and providing customer services. The employee in this position works both independently and as part of a team with guidance from a supervisor.

**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.)*

Delivers customer services to all library users, both internally and externally.

Answers patrons' reference questions in person, over the telephone, and online by searching online catalogs, subscription databases, internet resources, and print materials.

Trains and assists library patrons in the use of the library's online and printed resources.

Checks books in and out and issues library cards.

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

Assists in the selection and replacement of library materials.

Delivers story times, programs, and tours for a variety of ages and community groups.

Assists in planning special programs; arranging publicity for special events; composing and disseminating information material and coordinating the efforts of public relations and advertising firms retained to promote planned events.

Creates content via online and print methods for staff development needs; delivers new employee orientation and continuing education content as part of a team.

Enters catalog data into the library online database so that materials may be searched and identified through the library automation system.

Provides work direction to clerical staff, library aides and volunteers.

Keeps informed of developing library practices and issues.

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, and services, and materials.

Knowledge of library reference and resource tools.

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 use library principles, methods, and techniques in collection, development, cataloging, classification, circulation, programming, staff development, and reference services.

Ability to use and explain the functions of library tools and facilities.

Ability to communicate both verbally and in writing.

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 from 76 to 100% of the time; reach, stoop, squat, crouch, and push from 51 to 75% of the time; and to climb, balance, kneel, crawl, pull, and sit up to 25% of the time.

Ability to use up to fifty (50) pounds of force up to 33% of the time, up to twenty (20) pounds from 34 to 66% of the time, and up to ten (10) pounds of force from 67 to 100% 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.)*

Two (2) years of college level education

AND

Six (6) months of experience working in a library.

**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 worksites throughout the City during the course of the workday.

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

Fluency in other languages preferred.

**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. Work may involve working to resolve complaints and issues with challenging library patrons. Work also involves retrieving library materials stored on shelves as low as six inches above the floor and as high as seven feet. At times an incumbent in this classification may be required to work in confined spaces in conditions of abnormal levels of humidity, odors, dust, and temperature.

**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	Copier	Telephone
Facsimile Machine	Digital Camera	Cash Register
Credit/Debit Card Machine	Calculator	Mobile Devices
Printer	Scanner	

Previous Revision Date(s): 3/25/93  
12/28/00  
10/25/01  
2/22/07  
11/22/10  
2/28/13