

**Title:** Assistant City Librarian  
**PG:** 54  
**Status:** Civil Service  
**Position Reports to:** City Librarian  
**Department:** Parks and Recreation

**Class Code:** 2067  
**Date:** 09/08

**GENERAL DESCRIPTION OF CLASS:**

This is professional work which provides overview, management, direction, supervision, and coordination of all public service units of the main and branch libraries. Work involves assisting the City Librarian in the overall administration of the Library and serves as the library's administrator in the absence of the City Librarian. Work is performed under general supervision and is reviewed for performance.

**ESSENTIAL FUNCTIONS:**

1. Participates in the selection of new lead staff members in public services units for the branch and main library, supervise them and evaluate their work performance.
2. Facilitates training sessions for public service staff in Reference and Information skills, reader's advisory service, book selection, and collection development techniques.
3. Examines circulation statistics and other management tools to remain aware of use patterns and needs of library patrons.
4. Facilitates the library's collection development plan, examining the general adult and youth circulation and reference collections. Coordinates the selection of addition and replacement titles, the proper maintenance, organization, care and arrangement of collections based on knowledge of material resources, publishers, jobbers, and other services available within the publishing and library industry.
5. Coordinates the planning and development of the programs of services and work programs of the public service units, drawing on experience and on input from staff members, use statistics, etc.
6. Serves as assistant and consultant to the City Librarian and as consultant to the library staff on all matters relating to public services.
7. Facilitates public relations/marketing activities to promote the library.

**ADDITIONAL RESPONSIBILITIES:**

1. Plans and arranges or programs and exhibits for adults, coordinating these with other scheduled uses of the Main Library's Meeting Room for children's programs and by community, Chamber of Commerce, and City of Lakeland groups and activities.
2. Provides reference, information, and reader's advisory services as needed to help fill staff shortages at scheduled public service desks.
3. Represents the library at professional meetings, and conferences; and at community and civic functions maintaining contact with other city leaders, institutions, and agencies.
4. Performs related work as required.

**KNOWLEDGE, SKILLS & ABILITIES:**

1. Knowledge of current marketing/public relations trends and practices affecting public library services, public librarianship, public library administration and community promotion.
2. Knowledge of reference, fiction and nonfiction materials and the use of those materials in providing reference and information services to meet the reading needs of the library's users.
3. Knowledge of and experience in collection development, including weeding, determining collection weakness and strength, and book inventory.
4. Knowledge of computerized reference data bases, CD-ROM products, circulation systems and cataloging services.
5. Skill in providing reference and information services and reader's advisory and to train others in those skills
6. Skills in statistical record keeping of Reference and Information Services, of Circulation, of the use of the collection, and of participation in programs.

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7. Skill to prepare reports and present ideas clearly and concisely in written and oral form.
8. Skills to plan, execute, and promote programs for adults and attract nonusers to the library.
9. Ability to supervise professionals, paraprofessionals, clerks and library pages in their public service work and to evaluate their performance.
10. Ability to be professionally active in the library community at the local, regional, state, and national levels.
11. Ability to establish and maintain effective working relationships with co-workers, other City employees and the general public.

**WORKING ENVIRONMENT/CONDITIONS:**

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.  
The job risks exposure to no significant environmental hazards.  
The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

**QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):**

1. Master's Degree in Library/Information Science from a graduate library/information science program accredited by the American Library Association with emphasis areas of study relevant to public librarianship.
2. Three (3) years of experience (including some administration) in public service in a public library.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
4. Completion of City University Level three (3) or completion within twelve (12) months.

**SPECIAL REQUIREMENTS:**

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.