

Title: Librarian
PG: 42
Status: Civil Service
Position Reports to: City Librarian
Department: Parks and Recreation

Class Code: 2044
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is professional work which provides management and supervision to a library, develops and implements work programs and programs of service to children, young adults and adults in the library. Responsible for routine supervision and maintenance of the facility. Work is performed under general supervision and is reviewed for performance.

ESSENTIAL FUNCTIONS :

1. Interviews and participates in the selection of new staff members for the library.
2. Examines the library's collections. Selects and/or directs the selection of addition and replacement titles for the collections based on knowledge. Keeps in mind the proper balance of viewpoints for adequate coverage of subjects most frequently requested and needed to serve library patrons.
3. Examines circulation statistics and other management tools to remain aware of use patterns and the needs of library users.
4. Supervises lead staff members in the Outreach, Reference, and Circulation units and evaluates their work performance.
5. Becomes familiar with the communities identified as the library's service area and maintains contact with community leaders and other institutions and agencies that rely on the library for service. Cooperates in joint activities and programs of service.
6. Develops programs, activities, and methods to attract new library users.
7. Oversees the bookmobile service contract between the City of Lakeland and Polk County Board of County Commissioners.
8. Consults with the City Librarian on new program ideas and recommends new approaches for service.

ADDITIONAL RESPONSIBILITIES:

1. Keeps abreast of current issues and developments in the public library field.
2. Recommends the physical organization and arrangement of the library and its collections to the City Librarian.
3. Represents the library at professional workshops, meetings and conferences.
4. Participate in annual budget request at city and county level.
5. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Considerable knowledge of current trends and practices affecting public library service.
2. Considerable knowledge of all formats of materials for adults, children, and young adults and understands the materials and formats that are appropriate for the library.
3. Knowledge of library organization procedures, policies, aims and services.
4. Knowledge of library administration practices.
5. Skills to prepare reports and present ideas clearly and concisely in written and oral forms.
6. Ability to oversee collection development, maintenance and routine safety and maintenance of the facility.
7. Ability to present the library's program of service to community groups and professional organizations at the local, regional, and state levels.
8. Ability to establish and maintain effective working relationships with fellow staff members, others in the library community at the local, regional, state and national levels, residents of the community, the Friends of the Library and City of Lakeland staff.

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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):

For General/Reference/Youth areas:

1. Prefer Masters Degree in Library/Information Science from a graduate library/information science program accredited by the American Library Association with emphasis in the area of study of public librarianship; experience in public library programming, collection development and supervising staff.
2. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
3. Completion of City University Level one (1) or completion within twelve (12) months.

For Computer/Technology Services areas:

1. Prefer Masters Degree in Library/Information Science from a graduate library/information science program accredited by the American Library Association with emphasis in the area of study of public librarianship; experience in scheduling, instruction, computer troubleshooting and supervising staff or a Bachelors degree from an accredited college or university in the field of IT, IS, or similar field.
2. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.

For Special Collections area:

1. Prefer Masters Degree in Library/Information Science from a graduate library/information science program accredited by the American Library Association with emphasis in the area of public or academic librarianship; experience and knowledge of current archival and preservation practices, supervision of staff and exhibiting collections or a Bachelors degree from an accredited college or university in the field of History, Political Science or other similar field.
2. An equivalent combination of education that is determined to be directly related to the foregoing specific requirements may be substituted.

For Bookmobile service:

1. Prefer Masters Degree in Library/Information Science from a graduate library/information science program accredited by the American Library Association with emphasis in the area of public librarianship; experience in providing outreach service; driving a large vehicle; collection development and supervision of staff or a Bachelors degree from an accredited college or university in the field of English, Liberal Arts or other similar field.
2. An equivalent combination of education that is determined to be directly related to the foregoing specific requirements may be substituted.

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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.