

CITY OF UNALASKA

Position Description

Job Class: Exempt	Job Title: Librarian
Supervisor: Parks, Culture and Recreation Director	Department: Department of Parks, Culture and Recreation
Wage Grade: 12	Full Time/Part Time: Full Time
Probationary Period: 1 Year	Union: Non-Union
DEPARTMENT REVIEW	
Submitted By: <i>[Signature]</i>	Date: 7/9/03
Reviewed By: Wendie Marriott	Date: 7/10/03
HR Approval: Kim Hughes	Date: 7-8-03

A position description is written to describe work currently organized and performed by a fully qualified employee (who possesses the knowledge, skills, and experience required by the position). One should be on file for each regular position. Attach a copy of the last position description prepared for this position.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview, evaluation of writing samples, successful completion of pre-employment drug screening, and reference/background check.

The duties listed in this position description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description outlines the general requirements and duties of an exempt position with the City of Unalaska. This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

When was the last time this position description was updated? Date: **07-2003**
What is the overall purpose and objective of this position (why does this position

exist)? **Performs a variety of administrative and supervisory, and complex clerical work in planning, organizing and implementing the programs and services of the library.**

Explain the level of supervision received: **Receives direct supervision from the Director of Parks, Culture, and Recreation.**

Explain the level of supervision this position exercises: **Responsible for the direct supervision of the Library staff including: Library Assistants and the Administrative Assistant II - Historical Preservation positions.**

ESSENTIAL DUTIES AND RESPONSIBILITIES

List the major duties and responsibilities of the job. The list may not reflect the ranked importance of each responsibility of or the main functions of the job.

1. **Manages and supervises library operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.**
2. **Oversees the selection and general collection of books and other items contained in the library; reviews books, periodicals and collections which are outdated or not used, and coordinates removal and disposition.**
3. **Provides professional advice on library issues to supervisors; make presentations to supervisors, boards, commissions, committees, civic groups and the general public.**
4. **Provides leadership and direction in the development of short and long range library plans; gathers, interprets, and prepares data for studies, reports and recommendations.**
5. **Coordinates library development and fund raising; solicits and accepts gifts for the library.**
6. **Assures that library facilities and equipment are maintained properly, and coordinates maintenance and repair functions.**
7. **Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; makes recommendations for Library Capital Improvement Programs.**
8. **Reviews program areas, implements changes or new programs to meet library needs of the community; develops, maintains and implements a library master plan.**
9. **Develops and implements policies, procedures and standards for efficient and effective operation and maintenance of library operations. Assures compliance with established policies and procedures.**

10. Promotes interest in library programs through publicity, program brochures, cooperation with various community groups, and public contacts; speaks before citizens groups, students and other business and civic organizations.
11. Schedules and runs various special library activities throughout the year, such as book sales, reading programs.

Does this position have access to confidential information? Yes X No
If yes, please provide detail. **This position will evaluate and discipline assigned staff. Access to confidential information through patron use of the library.**

Does this position have access to or handle City funds? Yes X No
If yes, please provide detail. **This person will coordinate fund raising; solicits and accepts gifts for the library.**

Is it important to this position that the incumbent be able to communicate fluently in English? Yes X No If yes, please explain. **This person will prepare a variety of studies, reports and related information for decision making purposes.**

What are the minimum qualifications necessary for this position?

Education and Experience:

- **Master of Arts degree in Librarianship or Master of Library or Information Science from a University accredited by the American Library Association.**
- **Five years of progressively responsible experience in library operations, including two years in a supervisory capacity.**
- **Valid Alaska Drivers License or ability to obtain one within 30 days of hire.**
- **Any combination of education and/or experience that could provide the knowledge, skills, and abilities will be evaluated on an individual basis.**

What are the preferred qualifications for this position?

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List the necessary knowledge, skills, necessary training, and abilities to qualify for this position.

- **Thorough knowledge of the principles and practices of modern library systems and programs.**
- **Through knowledge of library collection classification and selection techniques.**
- **Considerable knowledge of community library needs and resources.**
- **Working knowledge of the principles and practices of office management.**
- **Ability to plan, organize, coordinate and implement a comprehensive library system.**
- **Ability to coordinate, analyze, and utilize a variety of reports and records.**
- **Ability to communicate effectively, verbally and in writing.**

- Knowledge of the principles and practices of employment supervision, including employee development, labor contract requirements, performance evaluations, and progressive discipline.
- Ability to identify employee training needs and activities to improve employees' professional skills, abilities, and performance.
- Ability to review and evaluate the work of subordinate staff to ensure that high operational and service standards are met and maintained.
- Ability to work effectively with the public in a courteous, efficient, and professional manner.
- Ability to establish and maintain productive working relationships with City of Unalaska elected and appointed officials and staff, the public, vendors, and agencies.
- Strong written and oral communication skills, problem-solving skills, and interpersonal skills.
- Ability to maintain professionalism under pressure.
- Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, and the public.

List any required technical skills (typing, computer skills, diesel mechanics, etc.):

- Knowledge of Library computer system and personal computer, including word processing and data base management software; calculator; and fax machine; and phone.
- Must be proficient in a Windows environment, including word processing, spreadsheet, and database software.
- Knowledge of office practices, procedures, and general office equipment.
- Knowledge of general record keeping and filing systems utilized in Libraries.
- Ability to operate a motor vehicle.

Check any of the following factors that are important to successful performance in this position:

Problem Solving	X	Bilingual	o
Analytical Ability	X	Interpersonal Skills	X
Communication Skills	X	Dexterity	X

Describe the requirements of this position which make these factors important:

This position manages and supervises library operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

LEGAL REQUIREMENTS

Are there any local, State, or Federal training, certification(s), or standards required for this position? If so, please provide detail: **Valid Alaska Drivers License or ability to obtain one within 30 days of hire and prior to operating a City owned vehicle. As a condition of employment this position is subject to a background check and successful completion of a pre-employment drug screening.**

Is there any training, certification(s), or standards required for this position after he/she has been hired which an employee must pass to retain this position? If so, please provide detail: **All required certifications and licenses must remain current for the duration of employment.**

WORKING CONDITIONS

Are there particular working conditions associated with this position which should be noted(i.e., working environment, hours of work, travel, work space, inclement weather, etc.)? Yes X No If yes, please explain: **Most work is performed in the Library. Occasional non-traditional work hours may be necessary. May be required to attend other board and commission or other public meetings on as-needed basis. Some travel may be required.**

ANALYSIS OF PHYSICAL DEMANDS OF POSITION

Check physical demands that apply.

Describe job responsibilities which require physical demands checked.

1. Strength

a. Standing	X	30% of time
Walking	X	30% of time
Sitting	X	40% of time

This person will assist in checking library materials in and out.

b. Lifting	X	25 lbs.
Carrying	X	25 lbs.
Pushing	X	25 lbs.
Pulling	X	25 lbs.

This person will accept and process Library materials.

2. Climbing	X
Balancing	X

This person will assist in checking library materials in and out.

3. Reaching	X
Handling	X

This person will assist in storing and placing books on shelves.

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| 4. Stooping | X |
| Kneeling | X |
| Crouching | X |
| Crawling | X |
| 5. Speaking | X |
| Hearing | X |
| 6. Seeing | X |
| Depth Perception | X |
| Color Vision | X |

HISTORY SUMMARY

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| 6-25-2003 | No History Documented |
| 7-08-2003 | Removed incumbent, included probationary period,
Changed signature blocks, included "Selection Guidelines."
Put JD in new format. Minor language changes. |