



**LIBRARIAN**  
**FLSA: Exempt**  
Grade 25 \$46,226.97 - \$73,963.15

**GENERAL DEFINITION**

An employee in this classification performs at the professional level and functions as either a Children's Librarian, Reference/Adult Services, or Technical Services Librarian. Position is responsible for the full range of activities associated with the delivery of public library services in the specific area. The employee exercises considerable independent judgment and initiative and reports to the Library Manager.

**ESSENTIAL JOB DUTIES**

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Performs evaluation and selection of materials based on needs and requests presented by library patrons.
- Assists in all aspects of the library's collection maintenance and development.
- Provides reader's advisory, reference and information services, and interlibrary loan services.
- Plans, develops, and delivers library programming applicable to the assigned audience.
- Participates in all aspects of publicity, marketing public relations, and outreach services.
- Represents the library in the community, addressing groups and organizations on various topics and promoting library services.
- Trains, supervises and evaluates support staff and volunteers in a specific areas of library service.
- Develops reports, maintains files and records.
- Maintains statistics and analyzes data relative to a specific area of library service.
- Maintains current knowledge of trends and developments in library science and library programming for application to functions under charge.

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- Performs evaluation of donated materials to ensure physical integrity; identifies resources that are damaged, obsolete or otherwise in need of repair or disposal.
- Evaluates condition of existing materials and resources; selects replacements for purchasing to ensure the continued maintenance and size of the overall collection.
- Supervises staff engaged in the receipt, inventory, cataloguing, indexing, and processing of library acquisitions.
- Identifies unique cataloguing issues and determines and establishes policy for future occurrences of same.
- Locates bibliographic records in situations where no standard records are available within the existing database resources.
- Creates original or complex-copy catalog records of unusual titles so that records are made available.
- Inventories processing supplies to ensure and maintain adequate stock levels; initiates purchasing as required.
- Assists in all aspects of the library's patron services as needed including locating materials, checking out materials, and providing technical computer support.
- Requires regular attendance to scheduled work shifts.

**KNOWLEDGE, SKILLS & ABILITIES**

- Substantial knowledge of the principles and practices applied to the organization, management, and administration of municipal library services and library programming, and processing, cataloguing, and indexing library materials.
- Substantial knowledge of the objectives and ideals of public library services, including a thorough understanding of activities applicable to a demographically and culturally diverse community.
- Substantial knowledge of the body of available and current information resources applicable to the department's functions for technical research and patron assistance purposes.
- Considerable knowledge of modern office practices, with emphasis on computer literacy, word processing, spreadsheet applications, and electronic records and file management.

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- Ability to interpret rules, regulations, and policies for effective decision-making.
- Ability to establish and maintain effective working relationships with employees, division and department heads, public/private sector contacts, and City Administration.
- Ability to assign, train, supervise and review the work of others in a manner conducive to full performance and compliance with established policies, procedures and regulatory standards applicable to the work.
- Ability to communicate professionally and effectively verbally, in writing, and in presentations.
- A strong customer service orientation in work and communication with coworkers, management, elected officials and citizens.

**MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE**

Master's degree from an American Library Association (ALA) accredited institution in Library Science; or Bachelor's degree with five (5) years' experience in either 1) providing patrons with all forms of library services and library programming or 2) cataloguing and indexing for library collection and maintenance, may substitute for the desired Master's degree.

**PHYSICAL REQUIREMENTS**

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- The ability to stand, sit, walk, talk and hear.
- Must be able to operate objects, tools or controls and reach with arms and hands.
- Walk up or down stairwells, ladders or steps.
- The employee must frequently lift and/or move up to 35 pounds.

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- Vision ability includes close and peripheral vision, and depth perception, and ability to determine color.
- Oral communications ability.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat of significant risk to the health or safety of themselves or other employees. Requirements are representative of minimum level of knowledge, skill, and ability.

I \_\_\_\_\_ have read and acknowledge receipt of the job classification.

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

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