Qualification of Staff

This section presents staffing levels, minimum qualification of levels, nature of work, salary range, table of organization by size of branch, librarian comparative showing librarian qualifications and salary range for Miami-Dade County, Broward County, Palm Beach County and Miami-Dade Public Schools; a classification table of union groups and staff classification levels.

Library Branch Supervisor   **($70,475 - $101,850)**
Minimum Qualifications: Master's degree in Library Science or related program from an ALA graduate school. Five years of progressively responsible professional library experience to include supervision in a public library are required.

Nature of Work: This is an advanced library management and administrative work for the Miami-Dade Public Library System. Employees in this classification assists in establishing goals, as well as evaluating and coordinating the activities of a technical or public service division in Library services; may act as department's representative in contact with community groups/organizations; Trains, supervises and evaluates the performance of satellite Branch Managers and the subordinate staff as well as full time and part time staff within a regional facility.

Librarian 4   **($61,038 - $88,815)**
Minimum Qualifications: Master's degree in Library Science or a related program from an ALA accredited graduate school. Four years of professional experience as a librarian are required.

Nature of Work: Employees in this classification may serve as branch manager or service area manager. Responsibilities include assuring the successful operations of assigned areas. Supervision is exercised over a staff of professional, paraprofessional, technical and clerical employees engaged in various phases of library operations.

Librarian 3   **($55,646 - $81,172)**
Minimum Qualifications: Master's degree in Library Science or related program from an ALA accredited graduate school. Two years of professional experience as a librarian are required.

Nature of Work: Employees in this class are responsible for overseeing the operations of a specialized library department or library facilities. Responsibilities include supervising staff, implementing collection development policy, providing staff development and training and performing a variety of administrative duties.

Librarian 2   **($50,519 - $73,803)**
Minimum Qualifications: Master's degree in Library Science or a related program from an American Library Association (ALA) accredited graduate school. One year of professional experience as a librarian is required.

Nature of Work: This is professional library work with supervisory responsibilities in a variety of library operations. Employees in this classification may be responsible for supervising the operations of a library unit, department or facility.

Librarian 1   **($46,114 - $67,061)**

Minimum Qualifications: Master's degree in Library Science or related program from an American Library Association (ALA) accredited graduate school.

Nature of Work: This is entry-level professional library work in a variety of phases of library operations. Employees in this classification are responsible for the application of professional library principles and practices to various assignments in library operations.

Circulation Services Supervisor   **($30,612 - $50,903)**

Minimum Qualifications: Bachelor's degree. Experience in library public services may substitute for the required education on a year-for-year basis.

Nature of Work: Oversees the operations of the Circulation Department of a regional branch including all equipment, circulation processes and procedures; Facilitates circulation services to the public: handles problems, complaints, debt collects patrons, suggestions, arbitrates fines, and merges duplicate "Polaris" records.

Children's Services Specialist   **($30,676 - $50,394)**

Minimum Qualifications: High school diploma or GED. Three years of experience in library work to include experience in child or young adult library services are required.

Nature of Work: This is advanced specialized paraprofessional library work in children services for the Miami-Dade Public Library System. Employees in this class are responsible for supervising and operating a children department in a smaller library, including programming, planning, promoting, and implementing children activities. Incumbents exercise some independent judgment in the operation of a children department and in assisting the branch manager in a variety of library activities

Library Assistant 3   **(28,153 - $46,000)**

Minimum Qualifications: High school diploma or GED. Two years of experience in library work are required.

Nature of Work: This is supervisory para-professional library work requiring knowledge of a variety of library techniques. Employees work with considerable independence within the scope of established library policies and procedures. Supervision may be exercised over subordinate non-professional staff members engaged in various phases of library work.

Library Assistant 2   **($26,327 - $41,039)**

Minimum Qualifications: High school diploma or GED. One year of experience in library work is required.

Nature of Work: This is para-professional library work in the Miami-Dade Public Library System. Employees in this classification are responsible for assisting with various phases of library operations and performing a variety of clerical tasks involving the application of standard library routines.

Library Assistant 1   **($20,755 - $31,026)**

Minimum Qualifications: High school diploma or GED. One year of clerical or public contact experience is required.

Nature of Work: This is entry level para-professional work in the Miami-Dade Public Library System. Employees in this class are responsible for performing varied clerical work relating to the operation of specialized areas of a library.

Library Page   **($11.28/Hr.)**

Minimum Qualifications: High school diploma or GED.

Nature of Work: This is routine manual work in the Miami-Dade Public Library System. Employees in this classification are responsible for discharging, sorting and placing library materials on shelves or in files.

	Librarian Comparisons			
Classification	Miami-Dade County	Broward County	Palm Beach County	Miami-Dade Public Schools
Librarian 1	$46,115 - $67,061 (Pay Plan Rate) **$43,809 - $63,708** **(- 5% Healthcare Contribution)**	**$42,853 - $63,547**	**$41,471 - $66,046**	**$40,000 - $69,225** **(Educational Media Specialist)**
	Master's Degree in Library Science or related program from an American Library Association (ALA) accredited graduate school. Must be able to work weekends and nights.	Master's Degree in Library Science from a college or university accredited by the American Library Association; **six months experience in professional library work.**	Master's Degree in Library Science accredited by the American Library Association; or any equivalent combination of related training and experience.	Bachelor's Degree with a Passing Score on the Florida Subject Area Examination and General Knowledge Test.
Librarian 2	$50,520 - $73,803 (Pay Plan Rate) **$47,994 - $70,113** **(- 5% Healthcare Contribution)**	**$47,087 - $69,823**	**$44,000 - $70,071**	
	Master's Degree in Library Science or a related program from an American Library Association (ALA) accredited graduate school. **One year of professional experience as a librarian is required.**	Master's Degree in Library Science from a college or university accredited by the American Library Association; **two years experience in professional library work.**	Master's Degree in Library Science accredited by the American Library Association; **one year professional experience; or any equivalent combination of related training and experience.**	
Librarian 3	$55,455 - $81,173 (Pay Plan Rate) **$52,691 - $77,114** **(- 5% Healthcare Contribution)**	**$51,319 - $76,098**	**$48,083 - $76,563**	
	Masters Degree in Library Science or related program from an ALA accredited graduate school. **Two years of professional experience as a librarian are required.**	Master's Degree in library science or Master's in Information Management or Science from a college or university accredited by the American Library Association; **three years professional library experience, including one year experience of a supervisory nature in the operation of a library system.**	Master's Degree in Library Science accredited by the American Library Association; **two years professional experience, that includes one year of supervisory or administrative responsibilities; or any equivalent combination of related training and experience.**	
Librarian 4	$61,038 - $88,815 (Pay Plan Rate) **$57,986 - $84,374** **(- 5% Healthcare Contribution)**	**$56,793 - $88,269** **(Assistant Regional Manager)**	**$52,528 - $83,664**	
	Master's degree in Library Science or a related program from an ALA accredited graduate school. **Four years of professional experience as a librarian are required.**	Master's Degree in Library Science from a college or university accredited by the American Library Association; **four years experience of a supervisory nature in the operation of a library system, including six months in administrative aspects of the work.**	Master's Degree in Library Science accredited by the American Library Association; **three years professional experience, at least two of which must be professional supervisory or administrative; of any equivalent combination of related training and experience.**	
Librarian 5	**$70,476 - $101,851** (Pay Plan Rate) **$66,952 - $96,758** **(- 5% Healthcare Contribution)** **Library Branch Supervisor**	**$60,856 - $97,494** **(Regional Manager)**	**$55,736 - $88,756**	
	Master's Degree in Library Science or related program from an ALA graduate school. **Five years of progressively responsible professional library experience to include supervision in a public library are required.**	Master's Degree in Library Science from a college or university accredited by the American Library Association; **six years experience of a supervisory nature in the operation of a library system, including two years in administrative aspects of the work.**	Master's Degree in Library Science accredited by the American Library Association; **four years professional experience at least three of which must be professional supervisory or administrative work; or any equivalent combination of related training and experience.**	

Librarian Classifications

Union	Classification	Salary Minimum	Salary Maximum	Minimum Qualification
AFCME LOCAL 199 General Unit	Library Assistant 1	$ 20,755	$ 31,026	High school diploma or GED. One year of clerical or public contact experience is required.
	Library Assistant 2	$ 26,327	$ 41,039	High school diploma or GED. One year of experience in library work is required.
	Library Attendant	$ 27,458	$ 37,207	High school diploma or GED. One year of experience in clerical, public contact or security work is required.
	Library Assistant 3	$ 28,153	$ 46,000	High school diploma or GED. Two years of experience in library work are required.
GSAF/OPEIU Local 100 Professional	Librarian 1	$ 46,115	$ 67,061	Master's degree in Library Science or related program from an American Library Association (ALA) accredited graduate school. Must be able to work weekends and nights.
	Librarian 2	$ 50,520	$ 73,803	Master's degree in Library Science or a related program from an American Library Association (ALA) accredited graduate school. **One year of professional experience as a librarian is required.**
GSAF/OPEIU Local 100 Supervisor	Circulation Services Supervisor	$ 30,613	$ 50,903	Bachelor's degree. Experience in library public services may substitute for the required education on a year-for-year basis.
	Library Exhibition & Archival Supervisor	$ 42,791	$ 72,186	Bachelor's degree in Fine Arts, Art History or related field. One year in the planning, installing, coordinating, and art handling fine art exhibitions to include experience in archival, curatorial, conservation, and framing techniques is required. Additional experience may substitute for the required education on a year-for-year basis. Must possess a Driver license.
	Librarian 3	$ 55,455	$ 81,173	Masters degree in Library Science or related program from an ALA accredited graduate school. **Two years of professional experience as a librarian are required.**
	Librarian 4	$ 61,038	$ 88,815	Masters degree in Library Science or a related program from an ALA accredited graduate school. **Four years of professional experience as a librarian are required.**
	Library Collection Development Manager	$ 67,061	$ 97,446	Master's degree in Library Science or related program from an ALA accredited graduate school. Four years of progressively responsible professional library experience to include supervision within a public library. Procurement and/or acquisition of library materials experience within a public library is preferred.
	Library Branch Supervisor	$ 70,476	$ 101,851	Master's degree in Library Science or related program from an ALA graduate school. Five years of progressively responsible professional library experience to include supervision in a public library are required.

TABLE OF ORGANIZATION BY CLASSIFICATION

OCC CODE	CLASSIFICATION	U	JB	BRN/01	DIR/03	MRK/04	SS/05	MNL/06	OUT/07	CCF/09	AD/10	TOT 13-14	TOT 12-13	TOT 11-12	TOT 10-11	09-10
0310	Account Clerk	H	NJ							3		3	3	4	5	5
0315	Accountant 1	K	NJ							1		1	2			1
0316	Accountant 2	K	JB													
0317	Accountant 3	K	JB													
0810	Administrative Officer 1	M	JB								1			1	1	1
0811	Administrative Officer 2	M	JB						1			1	2	2	2	2
0812	Administrative Officer 3	K	JB							2		2	2	2	2	2
7197	Asst. Director, Marketing	L	JB										1	1	1	1
7197	Asst. Director, Branches	L	JB								1	1	1	1	1	1
7197	Asst. Director, Main	L	JB									1	1	1	1	1
7197	Asst. Director, Outreach	L	JB								1	1	1	1	1	1
7197	Asst. Director, Capital Const.	L	JB								1	1	1	1	1	1
7131	Assistant Library Curator	M	JB												1	1
	Asst. to the Director of Libraries	L	JB													
6205	Automotive Equip. Op. 1	H	NJ				5					5	5	5	7	7
7105	Bookmobile Operator	H	NJ						2			2	2	2	4	4
6469	Building Mntg. Supervisor	K	JB													
0270	Buyer	H	NJ									1	1			1
6508	Carpenter	H	NJ				1					1	1		2	2
7128	Children's Services Spec.	H	NJ	8								8	9	12	13	14
7126	Circulation Services Sup.	K	NJ	5				1				6	6	6	6	7
0010	Clerk 1	H	NJ													
0011	Clerk 2	H	NJ											2	2	3
0012	Clerk 3	K	NJ											3	3	3
0013	Clerk 4	K	NJ							1		1	1	1	1	1
1816	Computer Operator 1	H	NJ													
1817	Computer Operator 2	H	NJ					2				2	2	3	3	3
1821	Computer Operations Sup.	K	JB											1	1	1
1830	Computer Technician Sup.	K	JB												1	1
1826	Computer Technician 1	H	NJ												1	1
1827	Computer Technician 2	K	NJ					5				5	5	6	7	7
6610	Construction Manager 1	K	JB													
6612	Construction Manager 3	L	JB													
6001	Custodial Worker 1	H	NJ	1								1	2			
7199	Director of Libraries	L	JB		1							1	1	1	1	
1202	Driver Messenger	H	NJ													
6510	Electrician	H	NJ	1			1					1	1	1	1	1
0095	Executive Secretary	L	NJ	1					1	1		3	3	3	4	4
7115	Film Video Archive Asst.	L	NJ													
7114	Film Video Archive Coord.	L	JB													
	Film Video Archive Tech.	L	NJ													
0244	Graphics Designer	K	NJ			1						1	1	2	2	2
0254	Graphics Manager	L	JB			1						1	1	1	1	1
0269	Graphics Supervisor	K	JB													
0267	Graphics Technician 1	H	NJ													
0268	Graphics Technician 2	H	NJ													
	Sub-Total Page 1			15	1	2	7	8	4	8	3	48	52	58	75	80

TABLE OF ORGANIZATION BY CLASSIFICATION

OCC CODE	CLASSIFICATION	U	JB	BRN/01	AD/03	MRK/04	SS/05	MNL/06	OUT/07	CCF/09	AD/10	13-14	12-13	11-12	10-11	09-10
0243	Graphics Typesetter	H	NJ													
416	Human Resources Manager	L	JB				1					1	1			
2307	Information Officer	K	JB											1	1	1
0202	Inventory Clerk	H	NJ							1		1	1	1	1	1
7151	Librarian 1	M	JB	65				13	2			80	80	78	91	97
7152	Librarian 2	M	JB	22				6	1			29	29	30	38	37
7153	Librarian 3	K	JB	19				4	2			25	27	28	42	43
7154	Librarian 4	K	JB	14				3	1			18	17	21	21	22
7123	Library Assistant 1	H	NJ	84			1	2	1			88	88	88	131	135
7124	Library Assistant 2	H	NJ	29				3	2			34	37	40	74	74
7125	Library Assistant 3	H	NJ	55				7	3			65	68	70	80	79
7103	Library Attendant	H	NJ				8					8	10	9	11	10
7157	Library Automated Srvs. Adm.	L	JB											1	1	1
7156	Library Branch Adm.	L	JB										1	1	1	2
7165	Library Branch Sup.	K	JB	4								4	4	4	5	6
7158	Library Budg & Proc. Coor	L	JB									1	1	1	1	1
7101	Library Bldg. Maint. Spec.	K	JB				1					1	1	1	2	2
7159	Library Cap. Development Coor	L	JB								1	1	1	1	1	1
7162	Library Collection Develop Mgr.	K	JB					1				1	1	1	1	1
7130	Library Curator	L	JB								1	1	1	1	1	1
7110	Lib. Exhibition & Archival Sup.	K	JB						1			1	1	1	1	1
7109	Library Exhibition Spec.	M	JB													
7170	Library Facility Maintenance Mgr.	K	JB				1					1	1	1	1	1
	Library LEAD/Volunteer Coord.	M	JB													
9954	Library Media Project Coord	L	JB	1								1	1	1		
9818	Library Operations Adm.	L	JB								3	3	3			
9190	Library Outreach Coord.	L	JB								1	1	1	1	1	
9231	Library Outreach Specialist	L	JB											1	1	
	Library Personnel Manager	L	JB													
7102	Library Public Affairs Offc.	L	JB								1	1	1	1	1	1
7107	Library Safety & Security Sup.	M	JB								1	1	1	1	1	1
7175	Library Security & Safety Mgr.	K	JB				1					1	1	1	1	1
9827	Library Services Specialist	K	JB						1			1	1	1	1	
7155	Library Services Supervisor	K	JB				6					6	6	5	6	6
7193	Library Support Services Adm.	L	JB								1	1	1	1	1	1
7155	Library System Administrator	L	JB													
9784	Library Systems Manager	K	JB					2				2	2	2	2	2
7104	Library Transportation Spec.	H	NJ													
7111	Library Transportation Sup.	K	JB				1					1	1	1	1	1
9094	Library Tutoring Program Coord	K	JB									1	1	1	1	1
6101	Maintenance Mechanic	H	NJ				6					6	6	5	6	6
6501	Maintenance Repairer	H	NJ													
833	Manager, Budget & Accounting	L	JB							1		1	1	1	1	1
7118	Manager, Wolfson Center	L	JB													
1832	Network Manager 1	K	JB					1				1	1	1	1	1
1833	Network Manager 2	K	JB					1				1	1	3	3	3
0020	Office Support Specialist 1	H	NJ													
0021	Office Support Specialist 2	H	NJ												1	1
0245	Offset Lithographer 1	H	NJ													

TABLE OF ORGANIZATION BY CLASSIFICATION

Code	Title														
0247	Offset Lithographer 2	H	NJ	1					1		1	1	1	2
6516	Painter	H	NJ		1				1		1	2	2	2
0410	Personnel Specialist 1	L	JB						1		1	2	2
0412	Personnel Specialist 2	L	JB						1		1	2	2
0414	Personnel Specialist 3	L	JB										
0402	Personnel Technician	H	NJ	1					1		1	1	1	1
7272	Purchasing Specialist	H					1		1		1	1	1	1
6532	Refrigeration A/C Mechanic	H	NJ	2					2		2	2	2	2
6533	Refrigeration A/C Supervisor	K	NJ	1					1		1	1	1	1
0031	Secretary	H	NJ	2					2		2	2	2	2
9970	Social Media Specialist	M	JB						1		1			
8640	Sr. Asst to the Dept. Director	L	JB	1					1		1	1	1	1
	Sub-Total Page 2		293	1	27	43	14	3	8	390	402	404	539	549

TABLE OF ORGANIZATION BY CLASSIFICATION

OCC CODE	CLASSIFICATION	U	JB	DIVISION												
				BRN/01	AD/03	MRK/04	SS/05	MNL/06	OUT/07	CCF/09	AD/10	13-14	12-13	11-12	10-11	09-10
0096	Sr. Executive Secretary	L	NJ		1							1			1	1
0417	Sr. Human Resources Mgr.	L	JB												1	1
1845	Sr.Systems Analyst/Programmer	K	JB					1				1	1	1	1	1
1882	Sr. Systems Administrator	K	JB					1				1	1			
7119	SMART Program Coord.	M	JB													
0831	Special Projects Adm. 1	L	JB										1	1	1	1
0832	Special Projects Adm. 2	L	JB							1		1	1	1	1	1
1881	Systems Administrator 2	K	JB					2				2	2			
1843	System Analyst/Programmer 1	H	JB										1			
1844	System Analyst/Programmer 2	H	JB											1	1	1
1806	Web Designer	K	JB												1	1
1805	Web Publisher	H	NJ			1						1	1			
	Sub-Total Page 3			0	1	1	0	4	0	1	0	7	8	4	7	7
	TOTALS			308	3	4	34	55	18	12	11	445	462	466	621	636

Legend:
U - Bargaining Unit
H AFSCME
K GSAF- Supervisor
L Non-Bargaining
M GSAF- Professional
JB - Job Basis Status
JB Job Basis (Salaried)
NJ Non-Job Basis (Hourly)

MIAMI-DADE PUBLIC LIBRARY SYSTEM
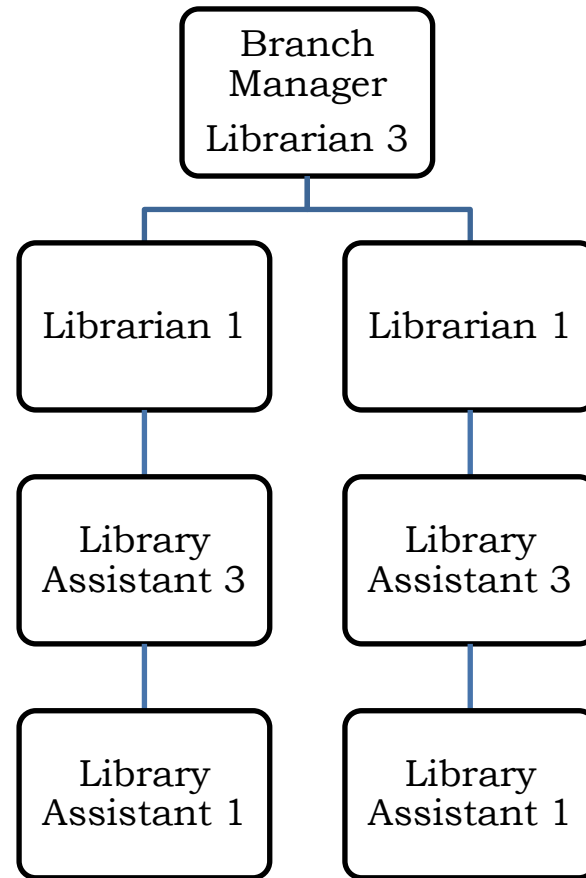## SMALL BRANCH
TABLE OF ORGANIZATION

Branch Manager
Librarian 3

Librarian 1

Library Assistant 3

Library Assistant 1
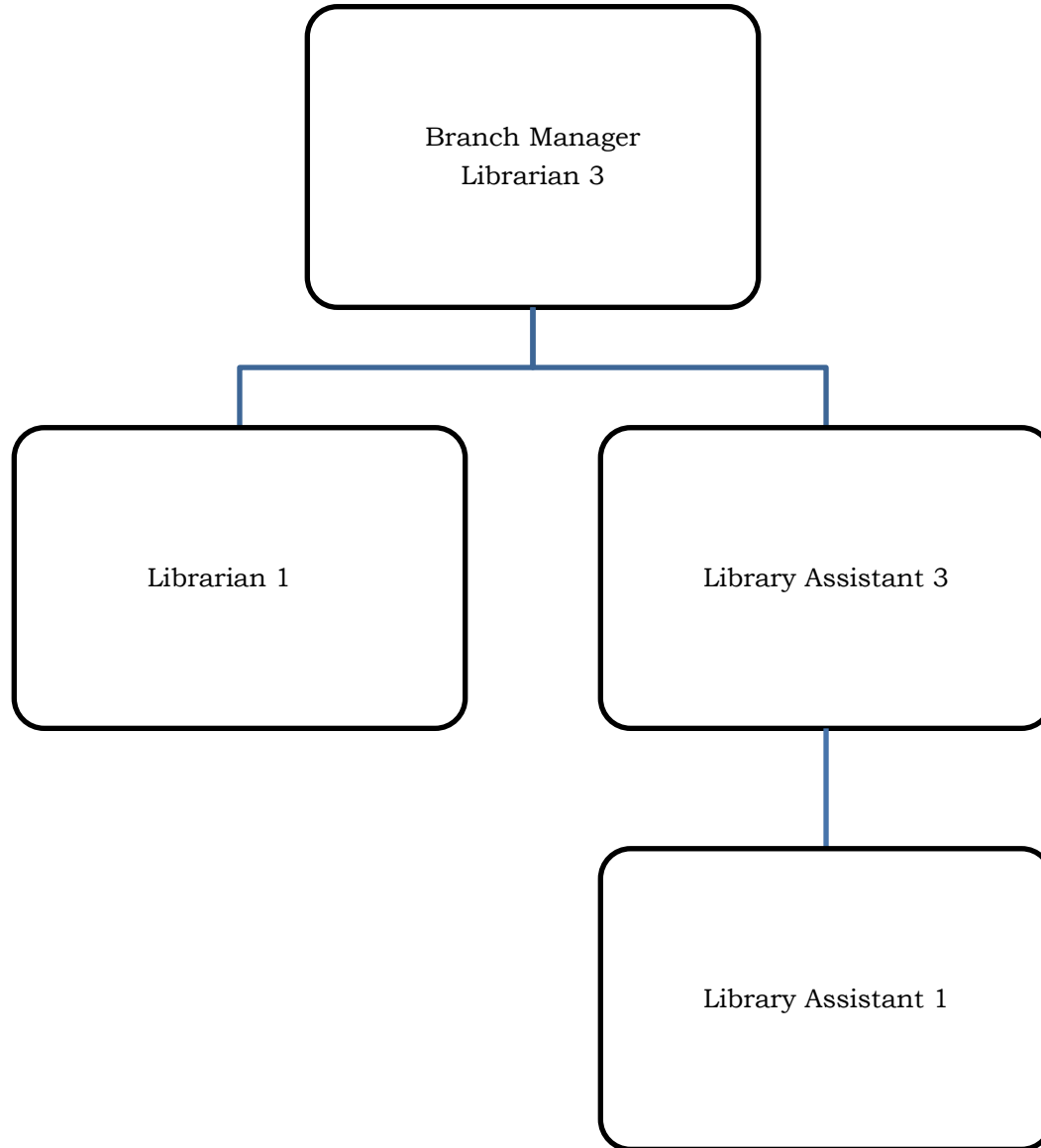
Small Branches	
3	California Club
21	Key Biscayne
31	North Central
See map	

Miami-Dade Public Library System
Small Branch Service Area Management
Table of Organization

Branch Manager
Librarian 3

Librarian 1 — Librarian 1

Library Assistant 3 — Library Assistant 3

Library Assistant 1 — Library Assistant 1

Small- Small Service Area Management				
1	Allapattah	/	2	Arcola Lakes
3	Coconut Grove	/	39	Shenandoah
10	Culmer/Overtown	/	14	Golden Glades
11	Doral	/	45	Tamiami
18	International Mall	/	22	Lakes of the Meadow
29	Model City	/	12	Edison
13	Fairlawn	/	48	West Flagler
28	Miami Springs	/	15	Hialeah Gardens
23	Lemon City	/	24	Little River
33	North Shore	/	42	South Shore
35	Opa-locka	/	36	Palm Springs North
43	Sunny Isles	/	34	Northeast

See map

Medium Branches	
7	Coral Gables
16	Hispanic
17	Homestead
27	Miami Lakes
30	Naranja
See map	

MIAMI-DADE PUBLIC LIBRARY SYSTEM
MEDIUM BRANCH
TABLE OF ORGANIZATION

Branch Manager
Librarian 4

Librarian 1 YA & Adults

Librarian 2 Children's

Library Assistant 3

Library Assistant 2

Librarian 1

Library Assistant 1

Library Assistant 1

Library Asisistant 1
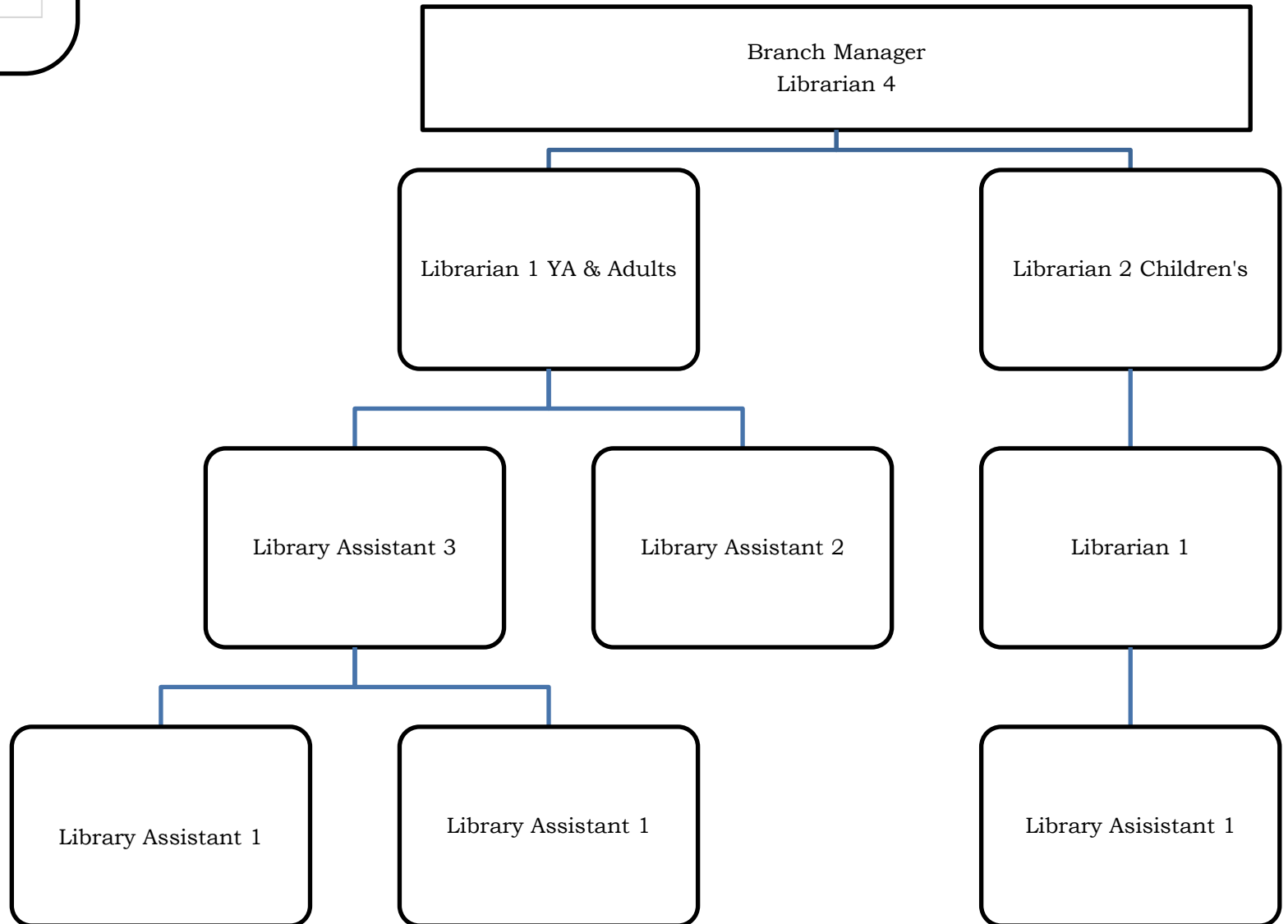
Medium- Small Service Area Management			
19	Kendale Lakes	/	6 Concord
8	Coral Reef	/	9 Country Walk
20	Kendall	/	44 Sunset
41	South Miami	/	46 Virrick Park
38	Pinecrest	/	37 Palmetto Bay
See	map		

MIAMI-DADE PUBLIC LIBRARY SYSTEM
MEDIUM-SMALL SERVICE AREA MANAGEMENT
TABLE OF ORGANIZATION

- Branch Manager
  Librarian 4
  - Librarian 1 YA & Adults
    - Library Assistant 3
      - Library Assistant 1
      - Library Assistant 1
    - Library Assistant 2
  - Librarian 1
    - Library Assistant 3
      - Library Assistant 1
  - Librarian 2 Children's
    - Librarian 1
      - Library Asisistant 1
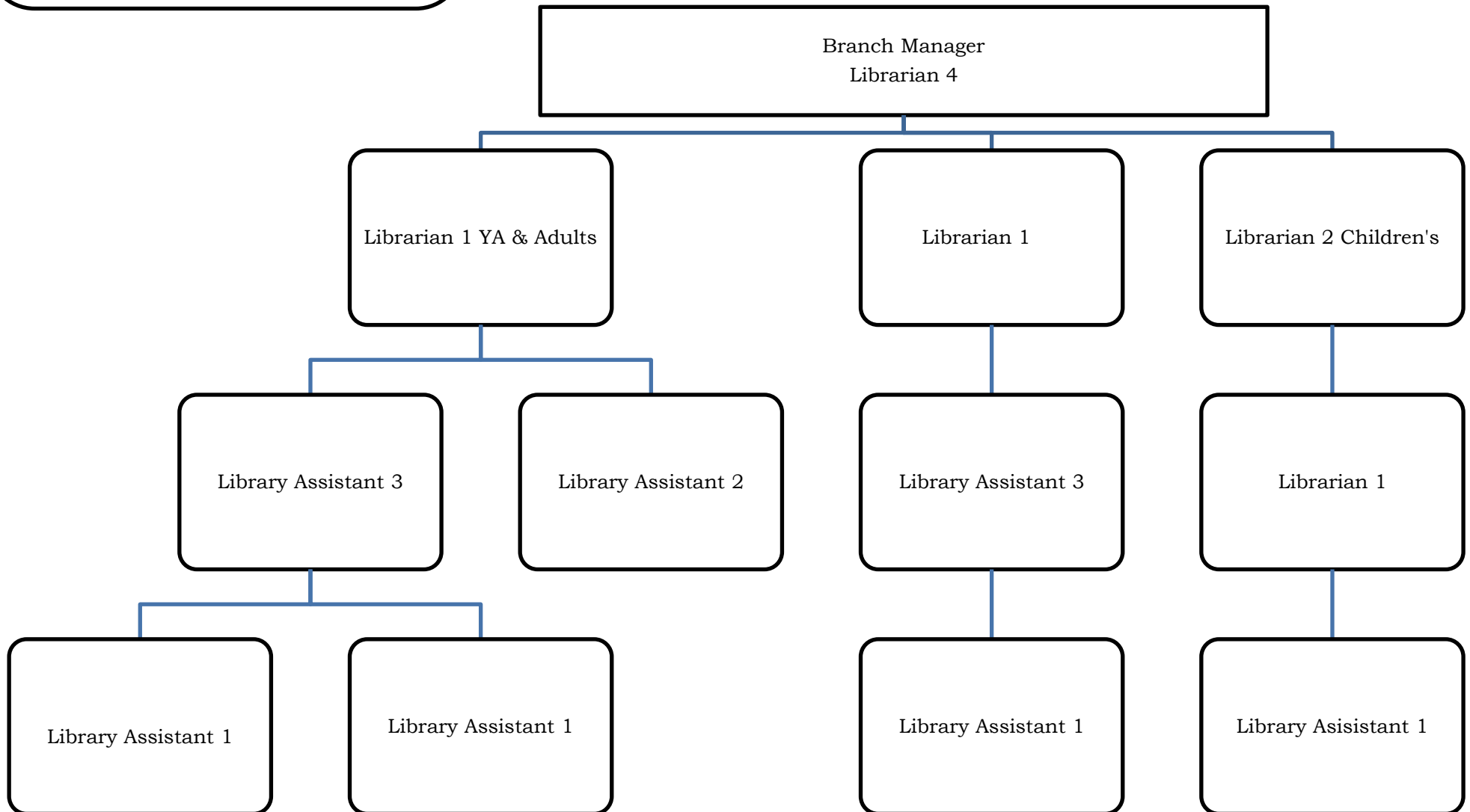
Large Branches	
32	North Dade
40	South Dade
47	West Dade
49	West Kendall
26	Miami Beach
See map	

MIAMI-DADE PUBLIC LIBRARY SYSTEM
REGIONAL BRANCH
TABLE OF ORGANIZATION

Branch Manager
Library Branch
Supervisor

Librarian 4

Circulation Supervisor

Librarian 2

Librarian 2

Library Assistant 3

Library Assistant 3

Librarian 1

Librarian 1

Library Assistant 2

Library Assistant 2

Library Assistant 3

Librarian 1

Library Assistant 1

Library assistant 1

Librarian 1

Library Assistant 2

Library Assistant 1

Library Attendant