

# Memorandum



**Date:** May 8, 2014

**To:** Honorable Chairwoman Rebeca Sosa  
and Members, Board of County Commissioners

**From:** Carlos A. Gimenez  
Mayor 

**Subject:** Librarian Classification Series Survey

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On December 3, 2013, the Board of County Commissioners approved Resolution 1013-13 directing the administration to conduct a comparative study regarding the job descriptions and qualifications of librarians in the Miami-Dade County Library System and the library systems in other governmental entities of similar size and scope of operations.

The Human Resources Department has completed a comprehensive study of the municipalities as specified in the resolution and included are the detailed survey results. The comprehensive study is divided into the following sections as outlined in the resolution:

- Miami Dade County Public Schools System
- City of Hialeah public libraries
- Library systems of other Florida counties/cities
- Library systems of other large national cities such as New York City, Philadelphia, Chicago, Los Angeles, and Houston
- State of Florida University Library System – Florida International University, University of Miami, University of Florida, and Florida State University
- Copies of Library systems' organizational charts and job descriptions

As part of the study, staff conducted extensive comparisons and analysis of the salary levels, educational requirements and nature of work of the Miami-Dade County Librarian classifications:

- Librarian 1
- Librarian 2
- Librarian 3
- Librarian 4
- Librarian Branch Supervisor
- Librarian Operations Administrator

In addition, in order to ensure that the salary levels of the classifications identified for comparison are reflected accurately, the varied costs of living factors in the numerous national cities surveyed were included, and geographical differential calculations were applied to the surveyed results. The geographical differentials are the differences in pay for similar or identical jobs that are based on variations in costs of living and labor markets in specific geographic regions. This percentage was applied to the surveyed salaries to level the differences in costs of labor and/or cost of living among geographic location and permit accurate comparison of salaries.

Thus, the surveyed salaries were adjusted to capture the differences in the cost of living and labor that exist between national cities and Miami-Dade County. For example:

Librarian Classification Series Survey

Municipality	Classification	Minimum Salary	Maximum Salary	Number of Librarians/Total Dept. Workforce
Miami-Dade County	Librarian 1	\$46,115	\$67,061	69 of 445
Broward County, FL	Librarian 1	\$42,853	\$63,547	112 of 636
Palm Beach County, FL	Librarian 1	\$42,714	\$68,028	55 of 420
Hillsborough County, FL	Librarian 1	\$35,838	\$56,888	34 of 317
City of Hialeah, FL	Librarian 1	\$27,456 \$25,534 (7% Healthcare Contribution) **	\$55,302 \$51,431 (7% Healthcare Contribution) **	2 of 15
City of Philadelphia	Librarian 1	\$39,492 \$36,978 *	\$44,429 \$41,600 *	12 of 680
City of Houston	Librarian 1	\$28,210 \$27,986 *	\$57,382 \$56,927 *	17 of 484
City of Los Angeles	Librarian 1	\$54,810 \$48,677 *	\$68,089 \$60,470 *	53 of 829
City of Chicago	Librarian 1	\$48,828 \$45,044 *	\$69,300 \$63,930 *	118 of 725
*regionally adjusted for cost of living				
** City of Hialeah employee healthcare contribution				

Municipality	Classification	Minimum Salary	Maximum Salary	Number of Librarians/Total Dept. Workforce
Miami-Dade County	Librarian 2	\$50,520	\$73,803	28 of 445
Broward County, FL	Librarian 2	\$47,087	\$69,823	57 of 636
Palm Beach County, FL	Librarian 2	\$45,321	\$72,173	24 of 420
Hillsborough County, FL	Senior Librarian	\$40,768	\$64,708	11 of 317
City of Hialeah, FL	Librarian 2	\$32,552 \$30,273 (7% Healthcare Contribution) **	\$63,336 \$58,902 (7% Healthcare Contribution) **	2 of 15
City of Philadelphia	Librarian 2	\$43,305 \$40,548 *	\$51,960 \$48,652 *	107 of 680
City of Houston	Librarian 2	\$36,114 \$35,827 *	\$75,036 \$74,440 *	34 of 484
City of Los Angeles	Librarian 2	\$64,268 \$57,076 *	\$79,845 \$70,910 *	141 of 829
City of Chicago	Librarian 2	\$53,808 \$49,638 *	\$76,524 \$70,594 *	53 of 725
*regionally adjusted for cost of living				
** City of Hialeah employee healthcare contribution				

Librarian Classification Series Survey

Municipality	Classification	Minimum Salary	Maximum Salary	Number of Librarians/Total Dept. Workforce
Miami-Dade County	Librarian 3	\$55,464	\$81,173	24 of 445
Broward County, FL	Librarian 3	\$55,319	\$76,098	17 of 636
Palm Beach County, FL	Librarian 3	\$49,526	\$78,859	15 of 420
Hillsborough County, FL	Principal Librarian	\$46,238	\$73,424	9 of 317
City of Hialeah, FL	No Match	No Match	No Match	No Match
City of Philadelphia	Library Supervisor 1	\$47,471 \$44,449 *	\$61,026 \$57,140 *	76 of 680
City of Houston	Librarian 3	\$40,196 \$39,877 *	\$84,188 \$83,520 *	33 of 484
City of Los Angeles	Librarian 3	\$69,927 \$62,102 *	\$86,881 \$77,159 *	31 of 829
City of Chicago	Librarian 3	\$59,268 \$54,675 *	\$83,640 \$77,159 *	66 of 725
*regionally adjusted for cost of living				

Municipality	Classification	Minimum Salary	Maximum Salary	Number of Librarians/Total Dept. Workforce
Miami-Dade County	Librarian 4	\$61,038	\$88,815	14 of 445
Broward County, FL	Assistant Regional Manager	\$56,793	\$88,269	5 of 636
Palm Beach County, FL	Librarian 4	\$54,104	\$86,174	18 of 420
Hillsborough County, FL	No Match	No Match	No Match	No Match
City of Hialeah, FL	No Match	No Match	No Match	No Match
City of Philadelphia	Library Supervisor 2	\$53,497 \$50,091 *	\$68,775 \$64,396 *	9 of 680
City of Houston	Librarian 4	\$44,772 \$44,417 *	\$94,588 \$93,837 *	12 of 484
City of Los Angeles	No Match	No Match	No Match	No Match
City of Chicago	Librarian 4	\$65,424 \$60,354 *	\$91,224 \$84,155 *	68 of 725
*regionally adjusted for cost of living				

Librarian Classification Series Survey

Municipality	Classification	Minimum Salary	Maximum Salary	Number of Librarians/Total Dept. Workforce
Miami-Dade County	Library Branch Supervisor	\$70,476	\$101,851	4 of 445
Broward County, FL	Regional Manager	\$60,856	\$97,494	5 of 636
Palm Beach County, FL	Librarian 5	\$57,408	\$91,418	6 of 420
Hillsborough County, FL	No Match	No Match	No Match	No Match
City of Hialeah, FL	Library Services Supervisor	\$35,438 \$32,957 (7% Healthcare Contribution) **	\$72,566 \$67,486 (7% Healthcare Contribution) **	1 of 15
City of Philadelphia	Administrative Librarian 1	\$57,269 \$53,623 *	\$73,632 \$68,944 *	10 of 680
City of Houston	No Match	No Match	No Match	No Match
City of Los Angeles	Principal Librarian	\$88,593 \$78,680 *	\$110,079 \$97,761 *	12 of 829
City of Chicago	No Match	No Match	No Match	No Match
*regionally adjusted for cost of living				
** City of Hialeah employee healthcare contribution				

Municipality	Classification	Minimum Salary	Maximum Salary	Number of Librarians/Total Dept. Workforce
Miami-Dade County	Librarian Operations Administrator	\$66,223 \$62,912 (5% Healthcare Contribution) ***	\$108,533 \$103,107 (5% Healthcare Contribution) ***	3 of 445
Broward County, FL	No Match	No Match	No Match	No Match
Palm Beach County, FL	No Match	No Match	No Match	No Match
Hillsborough County, FL	Chief Librarian	\$53,435	\$84,222	8 of 317
City of Hialeah, FL	No Match	No Match	No Match	No Match
City of Philadelphia	Administrative Librarian 2	\$65,524 \$61,352 *	\$84,249 \$78,885 *	3 of 680
City of Houston	Library Chief	\$56,238 \$55,792 *	\$120,640 \$119,683 *	3 of 484
City of Los Angeles	Senior Librarian	\$75,877 \$67,387 *	\$94,273 \$83,724 *	90 of 829
City of Chicago	No Match	No Match	No Match	No Match
*regionally adjusted for cost of living				
*** Non-bargaining classification healthcare contribution				

In addition to the salary survey, a review of Librarian minimum qualifications from the surveyed municipalities, both from within the state of Florida and from across the nation, indicates that a Masters in Library Science degree (MLS) is a requirement in approximately 86% of the surveyed participants. While having an MLS degree is not a statutory requirement, including in the state of Florida, it nevertheless is viewed as an industry best practice standard, hence, many municipalities require it. In this instance, Miami-Dade County is no different - it requires an MLS as a minimum qualification requirement for its Librarian classification series.

This comprehensive study is being submitted to the Board for review and for possible further discussions. Should you have any questions or need additional feedback, please contact Mr. Edward Marquez, Deputy Mayor, at (305) 375-1451.

Attachment

c: Lisa Martinez, Chief of Staff, Office of the Mayor  
Edward Marquez, Deputy Mayor, Office of the Mayor  
Michael Spring, Senior Advisor, Office of the Mayor  
Arleene Cuellar, Director, Human Resources Department  
Raymond Santiago, Director, Miami-Dade County Public Library System

# MEMORANDUM

Agenda Item No. 11(A)(16)

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**TO:** Honorable Chairwoman Rebeca Sosa  
and Members, Board of County Commissioners

**DATE:** December 3, 2013

**FROM:** R. A. Cuevas, Jr.  
County Attorney

**SUBJECT:** Resolution directing the County Mayor to conduct a comparative study regarding the job descriptions and qualifications of librarians in the Miami-Dade County Library System and the library systems of other entities of a similar size and scope of operations

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The accompanying resolution was prepared and placed on the agenda at the request of Prime Sponsor Chairwoman Rebeca Sosa.



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R. A. Cuevas, Jr.  
County Attorney

RAC/smm



**MEMORANDUM**  
(Revised)

**TO:** Honorable Chairwoman Rebeca Sosa  
and Members, Board of County Commissioners

**DATE:** December 3, 2013

**FROM:**   
R. A. Cuevas, Jr.  
County Attorney

**SUBJECT:** Agenda Item No. 11(A)(16)

Please note any items checked.

- "3-Day Rule" for committees applicable if raised
- 6 weeks required between first reading and public hearing
- 4 weeks notification to municipal officials required prior to public hearing
- Decreases revenues or increases expenditures without balancing budget
- Budget required
- Statement of fiscal impact required
- Ordinance creating a new board requires detailed County Mayor's report for public hearing
- No committee review
- Applicable legislation requires more than a majority vote (i.e., 2/3's \_\_\_\_, 3/5's \_\_\_\_, unanimous \_\_\_\_ ) to approve
- Current information regarding funding source, index code and available balance, and available capacity (if debt is contemplated) required

Approved \_\_\_\_\_ Mayor  
Veto \_\_\_\_\_  
Override \_\_\_\_\_

Agenda Item No. 11(A)(16)  
12-3-13

RESOLUTION NO. \_\_\_\_\_

RESOLUTION DIRECTING THE COUNTY MAYOR OR THE COUNTY MAYOR'S DESIGNEE TO CONDUCT A COMPARATIVE STUDY REGARDING THE JOB DESCRIPTIONS AND QUALIFICATIONS OF LIBRARIANS IN THE MIAMI-DADE COUNTY LIBRARY SYSTEM AND THE LIBRARY SYSTEMS OF OTHER ENTITIES OF A SIMILAR SIZE AND SCOPE OF OPERATIONS

WHEREAS, the Miami-Dade County Public Library System provides quality library services to the residents of unincorporated Miami-Dade County and all of the County's municipalities, except Bal Harbour, Bay Harbor Islands, Hialeah, Miami Shores, North Miami, North Miami Beach, and Surfside; and

WHEREAS, the Miami-Dade County Public Library System currently operates one (1) main branch, five (5) regional branches, forty-three (43) neighborhood branches and two (2) bookmobiles (for a total of forty-nine (49) service outlets); and

WHEREAS, the Miami-Dade County Public Library System's provision of services includes the lending of books, audiotapes, compact discs, movies, computers, electronic books and other media materials; and

WHEREAS, the County currently has at least one professional librarian assigned to each Miami-Dade County Public Library System branch; and

WHEREAS, the Miami-Dade County Public Library System currently requires all professional librarians to have at least a Masters Degree in Library Science in order to be considered for employment by the Miami-Dade County Public Library System, which carries a higher personnel cost than employing individuals without a Masters Degree; and

**WHEREAS**, the County seeks to operate a high quality, cost effective and efficient library system to its residents within current budgetary constraints,

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA**, that:

**Section 1.** The foregoing recitals are incorporated in this Resolution and are approved.

**Section 2.** This Board directs the County Mayor or the County Mayor's designee to conduct a study examining and comparing the job description and educational qualification requirements for librarians in the Miami-Dade County Public Library System to other library systems including, but not limited to: (1) The Miami-Dade County Public School System; (2) The City of Hialeah public libraries; (3) The library systems of other large counties in Florida; (4) The public library systems of cities or counties of similar or larger size nationally such as New York, Philadelphia, Chicago, Los Angeles, and Houston; and (5) University library systems including, but not limited to, Florida International University, the University of Miami, the University of Florida, and Florida State University. The study shall include, at a minimum: (1) the structure of other libraries' staffing; (2) the educational requirements and job descriptions of librarians in those systems; and (3) salary levels (adjusted for regional cost of living differentials as reported by the federal government) within that system, as compared to the Miami-Dade County Public Library System.

**Section 3.** The County Mayor or the County Mayor's designee shall submit a written report to this Board with committee review within sixty (60) days from the effective date of this resolution detailing the results of the study as provided in Section 2 above.

The Prime Sponsor of the foregoing resolution is Chairwoman Rebeca Sosa. It was offered by Commissioner \_\_\_\_\_, who moved its adoption. The motion was seconded by Commissioner \_\_\_\_\_ and upon being put to a vote, the vote was as follows:

Rebeca Sosa, Chairwoman  
Lynda Bell, Vice Chair

Bruno A. Barreiro  
Jose "Pepe" Diaz  
Sally A. Heyman  
Jean Monestime  
Sen. Javier D. Souto  
Juan C. Zapata

Esteban L. Bovo, Jr.  
Audrey M. Edmonson  
Barbara J. Jordan  
Dennis C. Moss  
Xavier L. Suarez

The Chairperson thereupon declared the resolution duly passed and adopted this 3<sup>rd</sup> day of December, 2013. This resolution shall become effective ten (10) days after the date of its adoption unless vetoed by the Mayor, and if vetoed, shall become effective only upon an override by this Board.

MIAMI-DADE COUNTY, FLORIDA  
BY ITS BOARD OF  
COUNTY COMMISSIONERS

HARVEY RUVIN, CLERK

By: \_\_\_\_\_  
Deputy Clerk

Approved by County Attorney as  
to form and legal sufficiency.



Richard C. Seavey

# MIAMI-DADE COUNTY

## LIBRARY SURVEY

February 5, 2014

# TABLE OF CONTENTS

- ❖ Miami-Dade County Public School System
- ❖ City of Hialeah
- ❖ Florida Counties/Cities – Public Libraries
- ❖ U S Cities – Public Libraries
- ❖ University Libraries – State of Florida
- ❖ Table of Organizations/ Job Descriptions

**Miami Dade County**

**Public School System**

February 5, 2014

# MIAMI DADE COUNTY PUBLIC SCHOOL SYSTEM

Librarian 1

February 5, 2014

# 1) MIAMI-DADE COUNTY PUBLIC SCHOOL SYSTEM

## LIBRARIAN SERIES COMPARABLE CLASSIFICATIONS

<u>AGENCY</u>	<u>BRANCHES</u>	<u>POPULATION</u>	<u>TITLE</u>	<u>NUMBER OF INCUMBENTS</u>	<u>MIN SALARY</u>	<u>MAX SALARY</u>	<u>EDUCATIONAL REQUIREMENTS</u>
Miami Dade	49	2.5 Mill	Librarian 1	69	\$46,115	\$67,061	Master's Degree in Library Science (MLS) or related program from an American Library Association (ALA) accredited school
MDC Public School System	225	2.5 Mill	Media Specialist (10 Month Position)	220	\$40,500	\$70,325	<p>Bachelor's Degree with a Passing Score on the Florida Subject Area Examination &amp; General Knowledge Test</p> <p>Plan 1 - Bachelor's or higher degree with an undergraduate major in educational media or library science, OR</p> <p>Plan 2 - Bachelor's or higher degree with (30) semester hours in educational media or library science to include credit in the areas specified below:</p> <p>(a) Management of library media programs;</p> <p>(b) Collection development. Courses in this area include evaluation, selection, and maintenance of library media resources in print and nonprint formats;</p> <p>(c) Library media resources. Courses in this area include: literature in both print and nonprint formats or both children and adolescents;</p> <p>(d) Reference sources and services. Courses in this area include: print and electronic resources and techniques for providing information services;</p> <p>(e) Organization of collections. Courses in this area include: classification and cataloging principles and techniques; and</p> <p>(f) Design and production of educational media.</p>

**City of Hialeah**

**Public Libraries**

February 5, 2014

## 2) CITY OF HIALEAH PUBLIC LIBRARY

### LIBRARIAN SERIES COMPARABLE CLASSIFICATIONS

<u>AGENCY</u>	<u>BRANCHES</u>	<u>POPULATION</u>	<u>FT EMP</u>	<u>TITLE</u>	<u>NUMBER OF INCUMBENTS</u>	<u>MIN SALARY</u>	<u>MAX SALARY</u>	<u>EDUCATIONAL REQUIREMENTS</u>
Miami Dade	49	2.5 Mill	445	Librarian 1	69	\$46,115	\$67,061	Master's Degree in Library Science (MLS) or related program from an American Library Association (ALA) accredited graduate school.
City of Hialeah	6	224,669	15	Librarian 1	2	\$27,456 Pay Plan Rate (\$25,534) 7% Healthcare Contribution	\$55,302 Pay Plan Rate (\$51,431) 7% Healthcare Contribution	Master's Degree in Library Science (MLS) from an American Library Association (ALA) accredited graduate school

## 2) CITY OF HIALEAH PUBLIC LIBRARY

### LIBRARIAN SERIES COMPARABLE CLASSIFICATIONS

<u>AGENCY</u>	<u>BRANCHES</u>	<u>POPULATION</u>	<u>FT EMP</u>	<u>TITLE</u>	<u>NUMBER OF INCUMBENTS</u>	<u>MIN SALARY</u>	<u>MAX SALARY</u>	<u>EDUCATIONAL REQUIREMENTS</u>
Miami Dade	49	2.5 Mill	445	Librarian 2	28	\$50,520	\$73,803	Master's Degree in Library Science (MLS) or related program from an American Library Association (ALA) accredited graduate school. One year professional experience as a librarian.
City of Hialeah	6	224,669	15	Librarian 2	2	\$32,552 Pay Plan Rate (\$30,273) 7% Healthcare Contribution	\$63,336 Pay Plan Rate (\$58,902) 7% Healthcare Contribution	Master's Degree in Library Science (MLS) from an American Library Association (ALA) accredited graduate school and two years of paraprofessional or professional level work in a library setting

## 2) CITY OF HIALEAH PUBLIC LIBRARY

### LIBRARIAN SERIES COMPARABLE CLASSIFICATIONS

<u>AGENCY</u>	<u>BRANCHES</u>	<u>POPULATION</u>	<u>FT EMP</u>	<u>TITLE</u>	<u>NUMBER OF INCUMBENTS</u>	<u>MIN SALARY</u>	<u>MAX SALARY</u>	<u>EDUCATIONAL REQUIREMENTS</u>
Miami Dade	49	2.5 Mill	445	Librarian 3	24	\$55,464	\$81,173	Master's Degree in Library Science (MLS) or related program from an American Library Association (ALA) accredited graduate school. Two years of professional experience as a librarian.
City of Hialeah	6	224,669	15					NO MATCH

## 2) CITY OF HIALEAH PUBLIC LIBRARY

### LIBRARIAN SERIES COMPARABLE CLASSIFICATIONS

<u>AGENCY</u>	<u>BRANCHES</u>	<u>POPULATION</u>	<u>FT EMP</u>	<u>TITLE</u>	<u>NUMBER OF INCUMBENTS</u>	<u>MIN SALARY</u>	<u>MAX SALARY</u>	<u>EDUCATIONAL REQUIREMENTS</u>
Miami Dade	49	2.5 Mill	445	Librarian 4	14	\$61,038	\$88,815	Master's Degree in Library Science (MLS) or related program from an American Library Association (ALA) accredited graduate school. Four years of professional experience as a librarian.
City of Hialeah	6	224,669	15					NO MATCH

## 2) CITY OF HIALEAH PUBLIC LIBRARY

### LIBRARIAN SERIES COMPARABLE CLASSIFICATIONS

<u>AGENCY</u>	<u>BRANCHES</u>	<u>POPULATION</u>	<u>FT EMP</u>	<u>TITLE</u>	<u>NUMBER OF INCUMBENTS</u>	<u>MIN SALARY</u>	<u>MAX SALARY</u>	<u>EDUCATIONAL REQUIREMENTS</u>
Miami Dade	49	2.5 Mill	445	Library Branch Supervisor	4	\$70,476	\$101,851	Master's Degree in Library Science (MLS) or related program from an American Library Association (ALA) accredited graduate school. Five years of progressively responsible professional library experience to include supervision in a public library.
City of Hialeah	6	224,669	15	Library Services Supervisor	1	\$35,438 Pay Plan Rate (7% Healthcare Contribution) (\$32,957)	\$72,566 Pay Plan Rate (7% Healthcare Contribution) (\$67,486)	Master's Degree in Library Science (MLS) from an American Library Association (ALA) accredited graduate school or equivalent degree, such as a Master of Information Studies and four years of progressively responsible paraprofessional or professional level library experience of which two years are of progressively responsible supervisory experience in a library setting

## 2) CITY OF HIALEAH PUBLIC LIBRARY

### LIBRARIAN SERIES COMPARABLE CLASSIFICATIONS

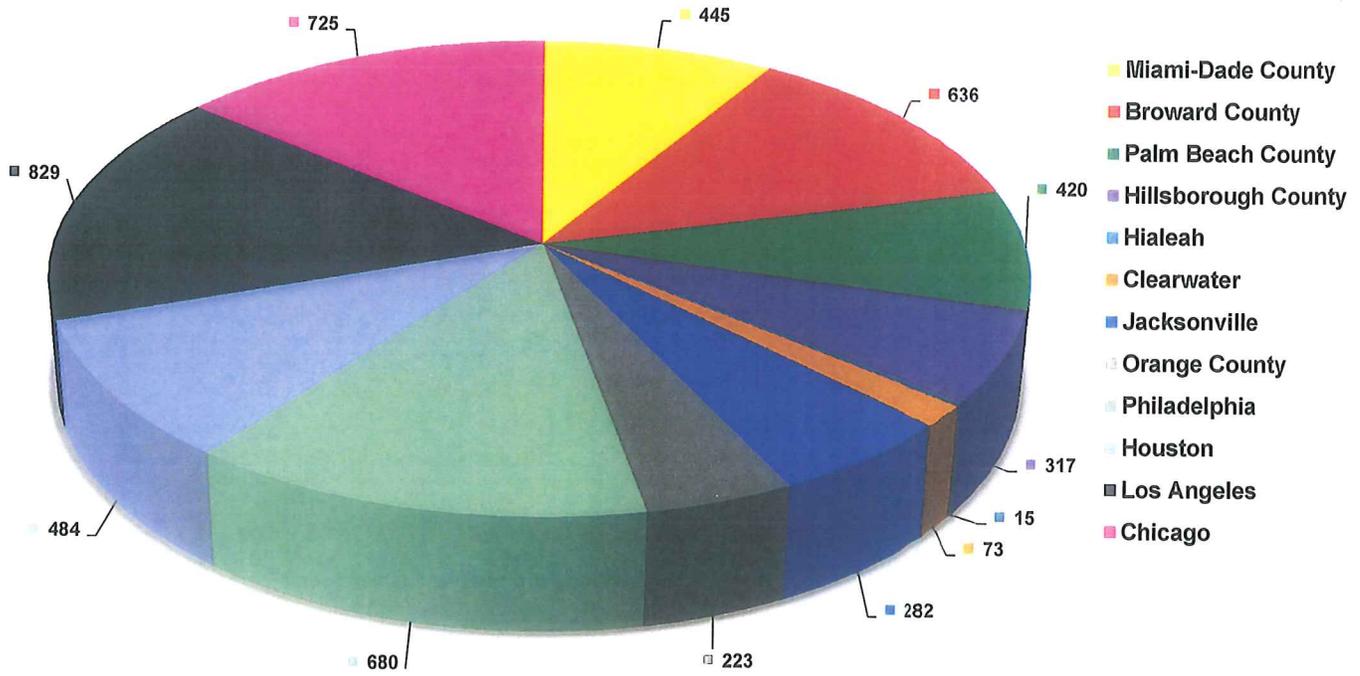
<u>AGENCY</u>	<u>BRANCHES</u>	<u>POPULATION</u>	<u>FT EMP</u>	<u>TITLE</u>	<u>NUMBER OF INCUMBENTS</u>	<u>MIN SALARY</u>	<u>MAX SALARY</u>	<u>EDUCATIONAL REQUIREMENTS</u>
Miami Dade	49	2.5 Mill	445	Library Operations Administrator	3	\$66,223 Pay Plan Rate (\$62,912) 5% Healthcare Contribution	\$108,533 Pay Plan Rate (\$103,107) 5% Healthcare Contribution	Master's Degree in Library Science (MLS) or related program from an American Library Association (ALA) accredited graduate school. Five years of progressively responsible library experience to include two years of supervisory experience.
City of Hialeah	6	224,669	15					NO MATCH

# FLORIDA COUNTIES AND CITIES - LIBRARY SYSTEMS

- ❖ Broward County
- ❖ City of Clearwater
- ❖ Hillsborough County
- ❖ Jacksonville
- ❖ Orange County Library System
- ❖ Palm Beach County

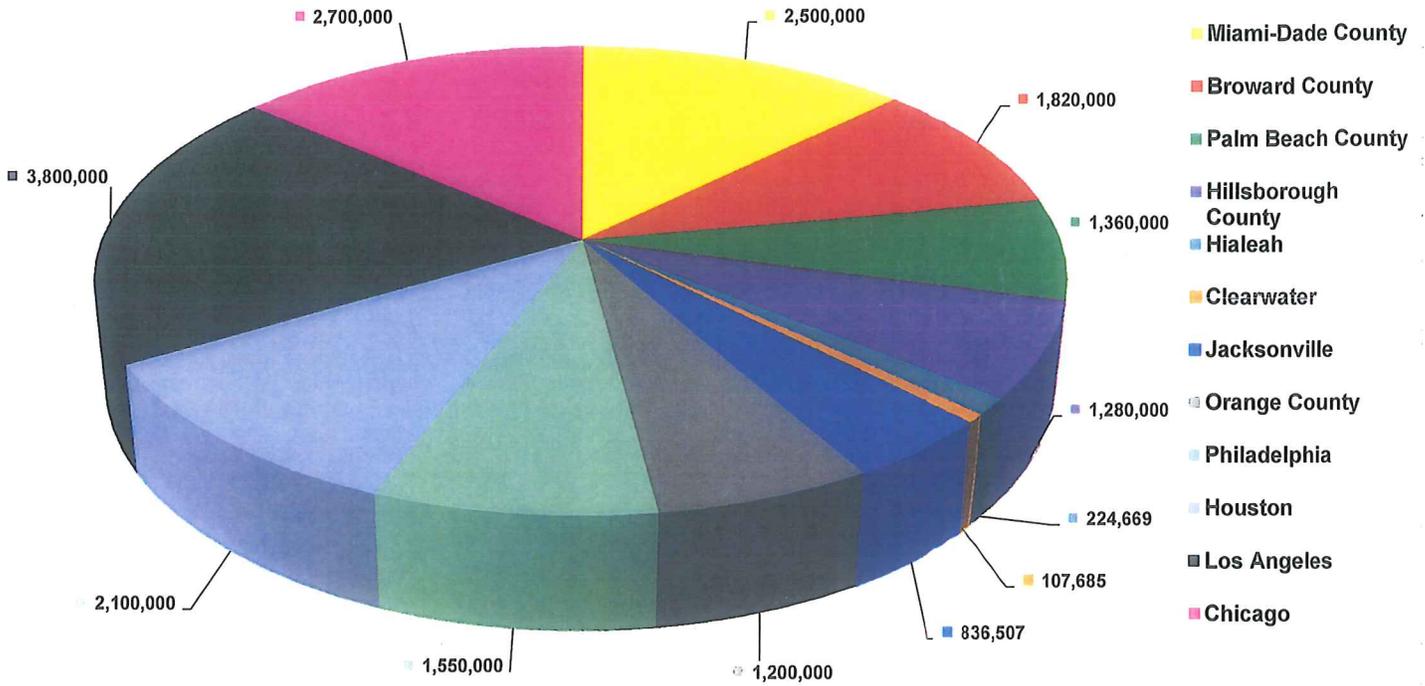
# FLORIDA COUNTIES/CITIES AND U.S. CITIES

## Full-Time Library Employees

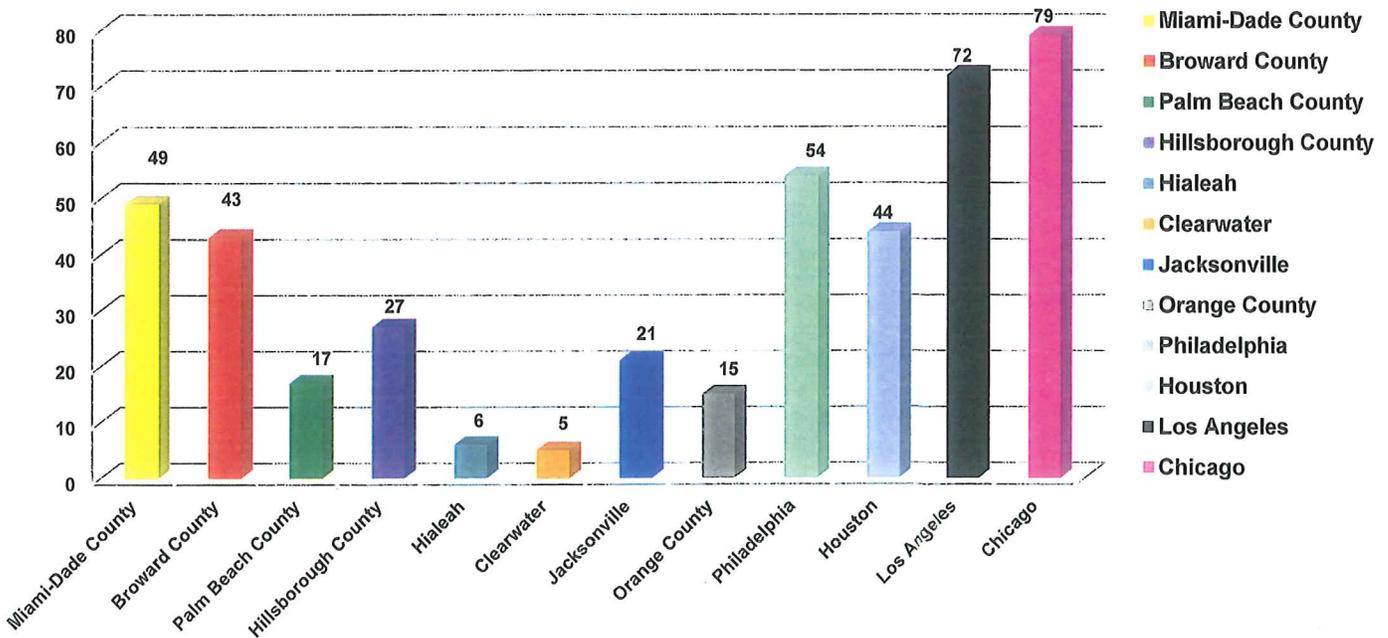


# FLORIDA COUNTIES/CITIES AND U.S. CITIES

## Population



## Library Branches



FLORIDA LARGE COUNTY AND CITIES -  
LIBRARY SYSTEMS

Librarian 1

February 5, 2014

### 3) FLORIDA LARGE COUNTIES AND CITIES LIBRARY SYSTEMS

#### LIBRARIAN SERIES COMPARABLE CLASSIFICATIONS

<u>AGENCY</u>	<u>BRANCHES</u>	<u>POPULATION</u>	<u>FT EMP</u>	<u>TITLE</u>	<u>NUMBER OF INCUMBENTS</u>	<u>MIN SALARY</u>	<u>MAX SALARY</u>	<u>EDUCATIONAL REQUIREMENTS</u>
Miami Dade	49	2.5 Mill	445	Librarian 1	69	\$46,115	\$67,061	Master's Degree in Library Science (MLS) or related program from an American Library Association (ALA) accredited graduate school
Broward County	43	1.82 Mill	636	Librarian 1	112	\$42,853	\$63,547	Master's Degree in Library Science (MLS) accredited by the American Library Association (ALA); six months experience in professional library work
Palm Beach County	17	1.36 Mill	420	Librarian 1	55	\$42,714	\$68,028	Master's Degree in Library Science (MLS) accredited by the American Library Association (ALA); or any equivalent combination of related training and experience
Hillsborough County	27	1.28 Mill	317	Librarian 1	34	\$35,838	\$56,888	Master's Degree in Library Science (MLS) accredited by the American Library Association (ALA)
City of Clearwater	5	107,685	73	Librarian 1	8	\$35,367	\$54,437	Master's Degree in Library Science (MLS) from an American Library Association (ALA) OR a Bachelor's degree in any field & two years of professional level experience in public school or college library work. Any equivalent combination of education, training & experience
Jacksonville	21	836,507	282	Librarian	36	\$34,942	\$65,797	Master's Degree in Library Science (MLS) accredited by the American Library Association (ALA)
Orange County Library System	15	1.20 Mill	223	Main Reference Librarian, Branch Librarian, Collection Development Librarian	23	\$38,500	\$51,050	Main Reference Librarian & Branch Librarian - Master's Degree in Library Science (MLS) or lateral transfer from within bargaining unit Collection Development Librarian - Master's Degree in Library Science (MLS) accredited by the American Library Association (ALA)

FLORIDA LARGE COUNTY AND CITIES -  
LIBRARY SYSTEMS

Librarian 2

February 5, 2014

### 3) FLORIDA LARGE COUNTIES AND CITIES LIBRARY SYSTEMS

#### LIBRARIAN SERIES COMPARABLE CLASSIFICATIONS

<u>AGENCY</u>	<u>BRANCHES</u>	<u>POPULATION</u>	<u>FT EMP</u>	<u>TITLE</u>	<u>NUMBER OF INCUMBENTS</u>	<u>MIN SALARY</u>	<u>MAX SALARY</u>	<u>EDUCATIONAL REQUIREMENTS</u>
Miami Dade	49	2.5 Mill	445	Librarian 2	28	\$50,520	\$73,803	Master's Degree in Library Science (MLS) or related program from an American Library Association (ALA) accredited graduate school. One year of professional experience as a librarian
Broward	43	1.82 Mill	636	Librarian 2	57	\$47,087	\$69,823	Master's Degree in Library Science (MLS) from an American Library Association (ALA) accredited graduate school; two years experience in professional library work
Palm Beach	17	1.36 Mill	420	Librarian 2	24	\$45,321	\$72,173	Master's Degree in Library Science (MLS) from an American Library Association (ALA) accredited graduate school; one year professional experience; or any equivalent combination of related training and experience
Hillsborough	27	1.28 Mill	317	Senior Librarian	11	\$40,768	\$64,708	Master's Degree in Library Science (MLS) from an American Library Association (ALA) accredited graduate school; and one year of post-MLS experience as a Librarian
Clearwater	5	107,685	73	Librarian 2	12	\$42,818	\$65,712	Master's Degree in Library Science (MLS) from an American Library Association (ALA) accredited graduate school & two years of professional experience in public school or college library work. Any equivalent combination of education, training & experience
Jacksonville	21	836,507	282					NO MATCH
Orange County Library System	15	1.2 Mill	223					NO MATCH

FLORIDA LARGE COUNTY AND CITIES -  
LIBRARY SYSTEMS

Librarian 3

February 5, 2014

### 3) FLORIDA LARGE COUNTIES AND CITIES LIBRARY SYSTEMS

#### LIBRARIAN SERIES COMPARABLE CLASSIFICATIONS

<u>AGENCY</u>	<u>BRANCHES</u>	<u>POPULATION</u>	<u>FT EMP</u>	<u>TITLE</u>	<u>NUMBER OF INCUMBENTS</u>	<u>MIN SALARY</u>	<u>MAX SALARY</u>	<u>EDUCATIONAL REQUIREMENTS</u>
Miami Dade	49	2.5 Mill	445	Librarian 3	24	\$55,464	\$81,173	Master's Degree in Library Science (MLS) or related program from an American Library Association (ALA) accredited graduate school. Two years of professional experience as a librarian
Broward	43	1.82 Mill	636	Librarian 3	17	\$55,319	\$76,099	Master's Degree in Library Science (MLS) or Master's in Information Management or Science from a college or university accredited by the American Library Association (ALA); three years professional library experience, including one year experience of a supervisory nature in the operation of a library system
Palm Beach	17	1.36 Mill	420	Librarian 3	15	\$49,526	\$78,859	Master's Degree in Library Science (MLS) accredited by the American Library Association (ALA); two years professional experience, that includes one year of supervisory or administrative responsibilities; or any equivalent combination of related training and experience
Hillsborough	27	1.28 Mill	317	Principal Librarian	9	\$46,238	\$73,424	Master's Degree in Library Science (MLS) from an American Library Association (ALA) accredited graduate school; and three years experience as a Librarian after receiving M.L.S.; one year of which must have been as a Senior Librarian

### 3) FLORIDA LARGE COUNTIES AND CITIES LIBRARY SYSTEMS

#### LIBRARIAN SERIES COMPARABLE CLASSIFICATIONS

<u>AGENCY</u>	<u>BRANCHES</u>	<u>POPULATION</u>	<u>FT EMP</u>	<u>TITLE</u>	<u>NUMBER OF INCUMBENTS</u>	<u>MIN SALARY</u>	<u>MAX SALARY</u>	<u>EDUCATIONAL REQUIREMENTS</u>
Cleawater	5	107,685	73	Librarian 3	NO RESPONSE	\$47,077	\$72,259	Master's Degree in Library Science (MLS) from an American Library Association (ALA) accredited graduate school or Masters in a related field & four years of professional experience in public school or college library work, two of which must be in a supervisory role OR a PHD in Library Science & two years professional experience in public school or college library work. Any equivalent combination of education, training & experience
Jacksonville	21	836,507	282	Librarian Senior	33	\$37,329	\$74,960	Master's Degree in Library Science (MLS) or related program from an American Library Association (ALA) accredited graduate school. Two years of professional library work experience
Orange County Library System	15	1.2 Mill	223	Assistant Manager, Assistant Manager Circulation, Assistant Manager Collection Development, Assistant Manager TIC	15	\$48,796	\$68,889	Assistant Manager - Bachelor's Degree Assistant Manager Circulation & Assistant Manager Collection Development - Three years management experience Assistant Manager TIC - Bachelor's Degree

FLORIDA LARGE COUNTY AND CITIES -  
LIBRARY SYSTEMS

Librarian 4

February 5, 2014

### 3) FLORIDA LARGE COUNTIES AND CITIES LIBRARY SYSTEMS

#### LIBRARIAN SERIES COMPARABLE CLASSIFICATIONS

AGENCY	BRANCHES	POPULATION	FT EMP	TITLE	NUMBER OF INCUMBENTS	MIN SALARY	MAX SALARY	EDUCATIONAL REQUIREMENTS
Miami Dade	49	2.5 Mill	445	Librarian 4	14	\$61,038	\$88,815	Master's Degree in Library Science (MLS) or related program from an American Library Association (ALA) graduate school. Four years of professional experience as a librarian
Broward	43	1.82 Mill	636	Assistant Regional Manager	5	\$56,793	\$88,269	Master's Degree in Library Science (MLS) from a college or university accredited by the American Library Association (ALA); four years experience of a supervisory nature in the operation of a library system including six months in administrative aspects of the work
Palm Beach	17	1.36 Mill	420	Librarian 4	18	\$54,104	\$86,174	Master's Degree in Library Science (MLS) from an American Library Association (ALA) accredited graduate school; three years professional experience, at least two of which must be professional supervisory or administrative; or any equivalent combination of related training and experience
Hillsborough	27	1.28 Mill	317					NO MATCH
Cleawater	5	107,685	73					NO MATCH
Jacksonville	21	836,507	282	Library Supervisor	4	\$41,119	\$82,572	Master's Degree in Library Science (MLS) or related program from an American Library Association (ALA) accredited graduate school with at least four years of professional level librarian experience, two years of which must have been in a supervisory capacity
Orange County Library System	15	1.2 Mill	223					NO MATCH

FLORIDA LARGE COUNTY AND CITIES -  
LIBRARY SYSTEMS

Library Branch Supervisor

February 5, 2014

### 3) FLORIDA LARGE COUNTIES AND CITIES LIBRARY SYSTEMS

#### LIBRARIAN SERIES COMPARABLE CLASSIFICATIONS

AGENCY	BRANCHES	POPULATION	FT EMP	TITLE	NUMBER OF INCUMBENTS	MIN SALARY	MAX SALARY	EDUCATIONAL REQUIREMENTS
Miami Dade	49	2.5 Mill	445	Library Branch Supervisor	4	\$70,476	\$101,851	Master's Degree in Library Science (MLS) or related program from an American Library Association (ALA) graduate school. Five years of progressively responsible professional library experience to include supervision in a public library
Broward	43	1.82 Mill	636	Regional Manager	5	\$60,856	\$97,494	Master's Degree in Library Science (MLS) from an American Library Association (ALA) graduate school, six years experience of a supervisory nature in the operation of a library system including two years in administrative aspects of the work
Palm Beach	17	1.36 Mill	420	Librarian 5	6	\$57,408	\$91,418	Master's Degree in Library Science (MLS) from an American Library Association (ALA) accredited graduate school; four years professional experience at least three of which must be supervisory or administrative work; or any equivalent combination of related training and experience
Hillsborough	27	1.28 Mill	317					NO MATCH
Cleawater	5	107,685	73					NO MATCH
Jacksonville	21	836,507	282					NO MATCH
Orange County Library System	15	1.2 Mill	223	Branch Manager Branch Manager-Large Branch Department Head-Reference Central	15	\$58,302	\$82,306	Branch Manager & Branch Manager - Large Branch - Master's Degree in Library Science (MLS) preferred, 1-3 years management experience
						\$63,835	\$90,106	Department Head - Reference Central - Master's Degree in Library Science (MLS) from an American Library Association (ALA) accredited graduate school

FLORIDA LARGE COUNTY AND CITIES -  
LIBRARY SYSTEMS

Library Operations Administrator

February 5, 2014

### 3) FLORIDA LARGE COUNTIES AND CITIES LIBRARY SYSTEMS

#### LIBRARIAN SERIES COMPARABLE CLASSIFICATIONS

AGENCY	BRANCHES	POPULATION	FT EMP	TITLE	NUMBER OF INCUMBENTS	MIN SALARY	MAX SALARY	EDUCATIONAL REQUIREMENTS
Miami Dade	49	2.5 Mill	445	Library Operations Administrator	3	\$66,223 Pay Plan Rate 5% Healthcare Contribution (\$62,912)	\$108,533 Pay Plan Rate 5% Healthcare Contribution (\$103,107)	Master's Degree in Library Science (MLS) or related program from an American Library Association (ALA) accredited graduate school. Five years of progressively responsible library experience to include two years of supervisory experience
Broward	43	1.82 Mill	636					NO MATCH
Palm Beach	17	1.36 Mill	420					NO MATCH
Hillsborough	27	1.26 Mill	317	Chief Librarian	8	\$53,435	\$84,222	Master's Degree in Library Science (MLS) from an American Library Association (ALA) accredited graduate school; and five years of post-MLS experience; two years must have been as a Principal Librarian or equivalent
Clearwater	5	107,685	73					NO MATCH
Jacksonville	21	836,507	282	Executive Assistant III- Public Services	1	\$70,627	\$94,770	Master's Degree in Library Science (MLS) or related program from an American Library Association (ALA) accredited graduate school and three years professional management. Must possess a thorough knowledge and understanding of the principles of public librarianship, customer service, and organizational dynamics
Orange County Library System	15	1.2 Mill	223					NO MATCH

# U.S. COUNTIES/CITIES – LIBRARY SYSTEMS

- ❖ City of Chicago
- ❖ City of Houston
- ❖ City of Los Angeles
- ❖ City of Philadelphia
- ❖ Queens, NY – No Response

# U.S. COUNTIES/CITIES - LIBRARY SYSTEMS

Librarian 1

February 5, 2014

**4) COMPARISONS WITH OTHER LARGE NATIONAL CITIES -  
\*Salaries Adjusted for Geographical Differences**

<u>AGENCY</u>	<u>BRANCHES</u>	<u>POPULATION</u>	<u>FT EMP</u>	<u>TITLE</u>	<u>NUMBER OF INCUMBENTS</u>	<u>MIN SALARY</u>	<u>MAX SALARY</u>	<u>EDUCATION REQUIREMENTS</u>
Miami Dade	49	2.5 Mill	445	Librarian 1	69	\$46,115	\$67,061	Master's Degree in Library Science (MLS) or related program from an American Library Association (ALA) accredited graduate school.
Philadelphia	54	1.56 Mill	680	Librarian 1	12	\$39,492	\$44,429	Master's Degree in Library Science (MLS) from an American Library Association (ALA) accredited graduate school
City of Houston	44	2.1 Mill	484	Librarian 1	17	\$28,210	\$57,382	Master's Degree of Library Science (MLS) from an American Library Association (ALA) accredited school OR Bachelor's degree plus 18 hours toward a MLS from a school accredited by ALA & one year professional library experience. MLS must be completed within two years of hire date.
City of Los Angeles	72	3.8 Mill	829	Librarian 1	53	\$54,810	\$68,089	Master's Degree in Library Science (MLS) or comparable fifth-year degree in Library Science.
Chicago	79	2.7 Mill	725	Librarian 1	118	\$48,828	\$69,300	Master's Degree in Library Science (MLS) or an approved foreign credential evaluation
Queens, NY	81	2.2 Mill	1,151			\$45,044 *	\$63,930 *	NO RESPONSE

# U.S. COUNTIES/CITIES - LIBRARY SYSTEMS

Librarian 2

February 5, 2014

4) COMPARISONS WITH OTHER LARGE NATIONAL CITIES -  
 \*Salaries Adjusted for Geographical Differences

AGENCY	BRANCHES	POPULATION	FT EMP	TITLE	NUMBER OF INCUMBENTS	MIN SALARY	MAX SALARY	EDUCATIONAL REQUIREMENTS
Miami Dade	49	2.5 Mill	445	Librarian 2	28	\$50,520	\$73,803	Master's Degree in Library Science (MLS) or related program from an American Library Association (ALA) accredited graduate school. One year professional experience as a librarian.
Philadelphia	54	1.55 Mill	680	Librarian 2	107	\$43,305	\$51,960	Master's Degree in Library Science (MLS) from an American Library Association (ALA) accredited graduate school. One year of librarian experience.
City of Houston	44	2.1 Mill	484	Librarian 2	34	\$36,114	\$75,036	Master's Degree in Library Science (MLS) from an American Library Association (ALA) accredited graduate school & two years professional library experience. MLS must be completed within two years of hire date.
City of Los Angeles	72	3.8 Mill	829	Librarian 2	141	\$64,268	\$79,845	Master's Degree in Library Science (MLS) or comparable fifth-year degree in Library Science. One year professional experience as a librarian.
Chicago	79	2.7 Mill	725	Librarian 2	53	\$53,808	\$76,524	Master's Degree in Library Science (MLS) from an American Library Association (ALA) accredited graduate school or an approved foreign credential evaluation plus one year of professional library experience
Queens, NY	81	2.2 Mill	1,151					NO RESPONSE

# U.S. COUNTIES/CITIES - LIBRARY SYSTEMS

Librarian 3

February 5, 2014

4) COMPARISONS WITH OTHER LARGE NATIONAL CITIES -  
 \*Salaries Adjusted for Geographical Differences

LIBRARIAN SERIES COMPARABLE CLASSIFICATIONS									
AGENCY	BRANCHES	POPULATION	FT EMP	TITLE	NUMBER OF INCUMBENTS	MIN SALARY	MAX SALARY	EDUCATIONAL REQUIREMENTS	
Miami Dade	49	2.5 Mill	445	Librarian 3	24	\$55,464	\$81,173	Master's Degree in Library Science or related program from an American Library Association (ALA) accredited graduate school. Two years of professional experience as a librarian.	
Philadelphia	54	1.55 Mill	680	Library Supervisor 1	76	\$47,471	\$61,026	Master's Degree in Library Science (M.L.S.) from an American Library Association (ALA) accredited graduate school. Two years of librarian experience in a large library system.	
City of Houston	44	2.1 Mill	484	Librarian 3	33	\$40,196	\$84,188	Master's Degree in Library Science (M.L.S.) from an American Library Association (ALA) accredited school & three years experience as a librarian to include one year of management experience.	
City of Los Angeles	72	3.8 Mill	829	Librarian 3	31	\$69,927	\$86,881	Master's Degree in Library Science (M.L.S.) or comparable fifth-year degree in Library Science. Two years professional experience as a librarian.	
Chicago	79	2.7 Mill	725	Librarian 3	66	\$59,268	\$83,640	Master's Degree in Library Science (M.L.S.) from an American Library Association (ALA) accredited graduate school or an approved foreign credential evaluation plus two years of professional library experience	
Queens, NY	81	2.2 Mill	1,151					NO RESPONSE	

# U.S. COUNTIES/CITIES - LIBRARY SYSTEMS

Librarian 4

February 5, 2014

**4) COMPARISONS WITH OTHER LARGE NATIONAL CITIES -  
\*Salaries Adjusted for Geographical Differences**

LIBRARIAN SERIES COMPARABLE CLASSIFICATIONS									
AGENCY	BRANCHES	POPULATION	FT EMP	TITLE	NUMBER OF INCUMBENTS	MIN SALARY	MAX SALARY	EDUCATIONAL REQUIREMENTS	
Miami Dade	49	2.5 Mill	445	Librarian 4	14	\$61,038	\$88,815	Master's Degree in Library Science (MLS) or related program from an American Library Association (ALA) accredited graduate school. Four years of professional experience as a librarian.	
Philadelphia	54	1.55 Mill	680	Library Supervisor 2	9	\$53,497	\$68,775	Master's Degree in Library Science (MLS) from an American Library Association (ALA) accredited graduate school. Three years of librarian experience in a large library system.	
City of Houston	44	2.1 Mill	484	Librarian 4	12	\$44,772	\$94,588	Master's Degree in Library Science (MLS) from an American Library Association (ALA) accredited graduate school & four years experience as a librarian to include one year of management experience.	
City of Los Angeles	72	3.8 Mill	829					NO MATCH	
Chicago	79	2.7 Mill	725	Librarian 4	68	\$65,424	\$91,224	Master's Degree in Library Science (MLS) from an American Library Association (ALA) accredited graduate school or an approved foreign credential evaluation plus three years of professional library experience, of which one year is in a supervisory role	
Queens, NY	81	2.2 Mill	1,151					NO RESPONSE	

# U.S. COUNTIES/CITIES - LIBRARY SYSTEMS

Library Branch Supervisor

February 5, 2014

**4) COMPARISONS WITH OTHER LARGE NATIONAL CITIES -  
\*Salaries Adjusted for Geographical Differences**

LIBRARIAN SERIES COMPARABLE CLASSIFICATIONS									
AGENCY	BRANCHES	POPULATION	FT EMP	TITLE	NUMBER OF INCUMBENTS	MIN SALARY	MAX SALARY	EDUCATIONAL REQUIREMENTS	
Miami Dade	49	2.5 Mill	445	Library Branch Supervisor	4	\$70,476	\$101,851	Master's Degree in Library Science (MLS) or related program from an American Library Association (ALA) accredited graduate school. Five years of progressively responsible professional library experience to include supervision in a public library.	
Philadelphia	54	1.55 Mill	680	Administrative Librarian 1	10	\$57,269	\$73,632	Master's Degree in Library Science (MLS) from an American Library Association (ALA) accredited graduate school. Three years of librarian experience in a large library system to include two years at the supervisory level.	
City of Houston	44	2.1 Mill	484					NO MATCH	
City of Los Angeles	72	3.8 Mill	829	Principal Librarian	12	\$88,593	\$110,079	Master's Degree in Library Science (MLS) or comparable fifth-year degree in Library Science. Two years professional experience as a Senior Librarian.	
Chicago	79	2.7 Mill	725					NO MATCH	
Queens, NY	81	2.2 Mill	1,151					NO RESPONSE	

# U.S. COUNTIES/CITIES - LIBRARY SYSTEMS

## Library Operations Administrator

February 5, 2014

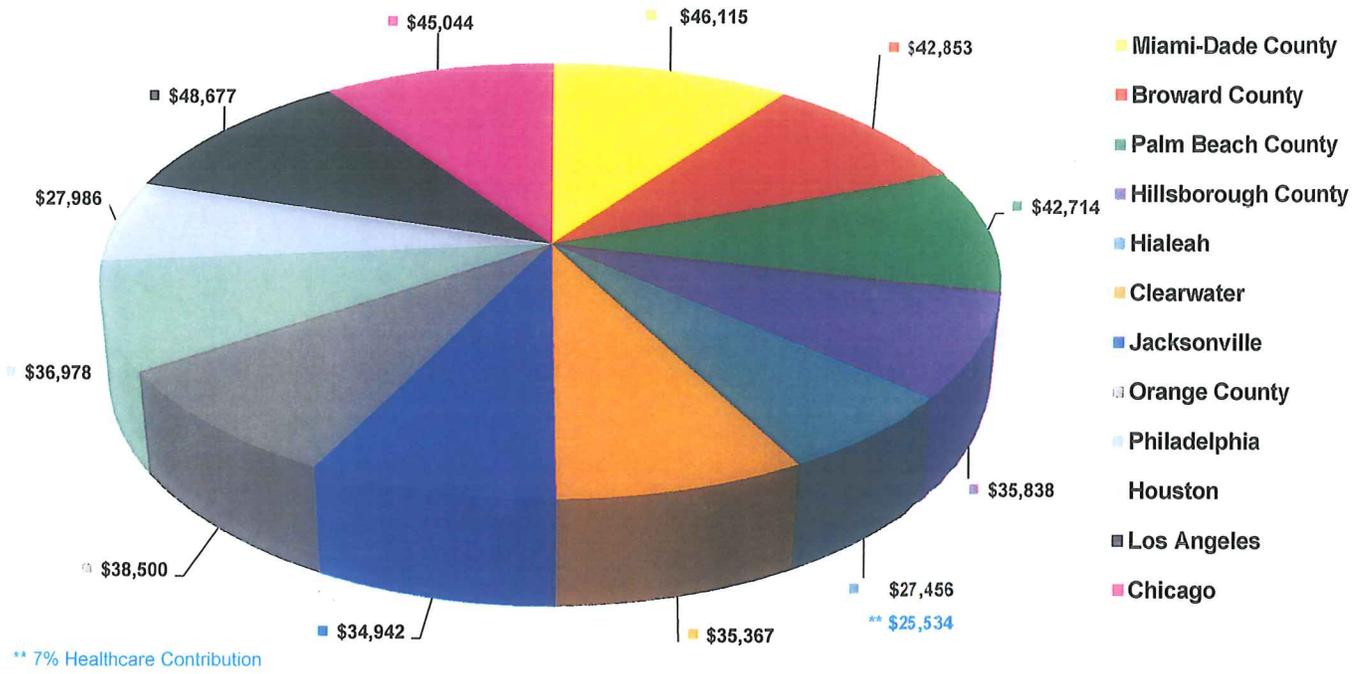
**4) COMPARISONS WITH OTHER LARGE NATIONAL CITIES -  
\*Salaries Adjusted for Geographical Differences**

**LIBRARIAN SERIES COMPARABLE CLASSIFICATIONS**

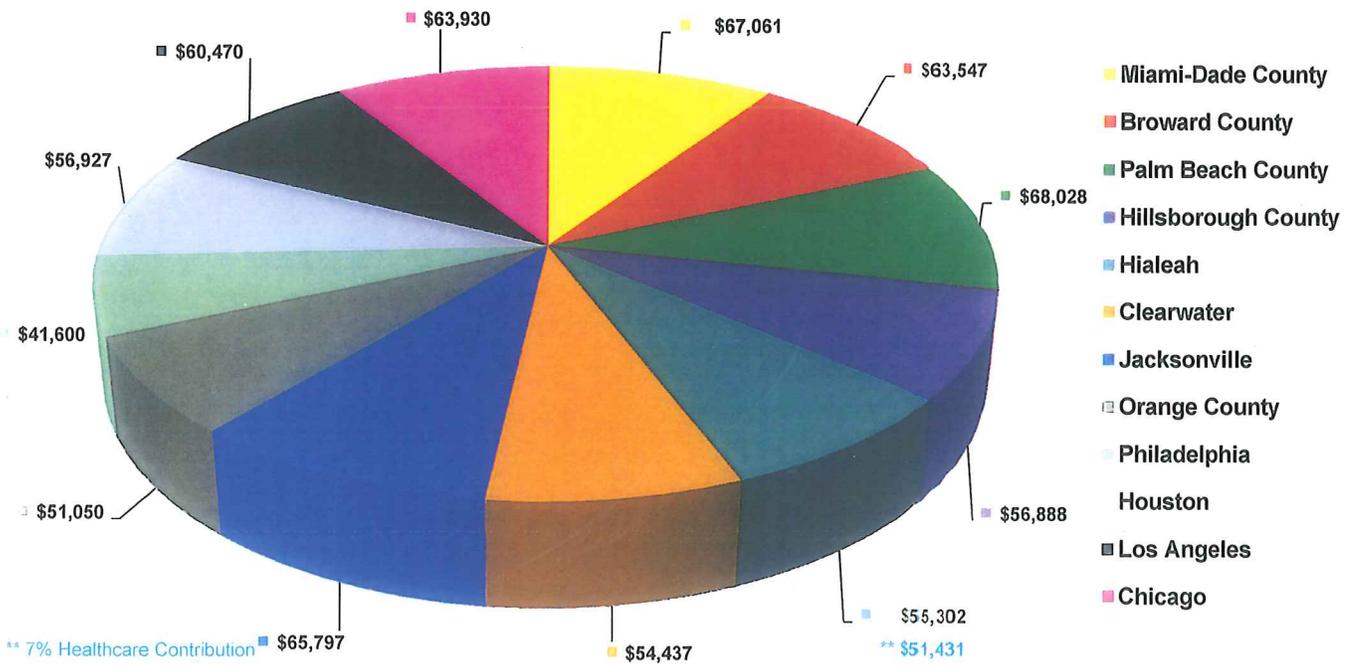
<u>AGENCY</u>	<u>BRANCHES</u>	<u>POPULATION</u>	<u>FT EMP</u>	<u>TITLE</u>	<u>NUMBER OF INCUMBENTS</u>	<u>MIN SALARY</u>	<u>MAX SALARY</u>	<u>EDUCATIONAL REQUIREMENTS</u>
Miami Dade	49	2.5 Mill	445	Library Operations Administrator	3	\$66,223 Pay Plan Rate (\$62,912) 5% Healthcare Contribution	\$108,533 Pay Plan Rate (\$103,107) 5% Healthcare Contribution	Master's Degree in Library Science (MLS) or related program from an American Library Association (ALA) accredited graduate school. Five years of progressively responsible library experience to include two years of supervisory experience.
Philadelphia	54	1.55 Mill	680	Administrative Librarian 2	3	\$65,524 \$61,352 *	\$84,249 \$78,885 *	Master's Degree in Library Science (MLS) from an American Library Association (ALA) accredited graduate school; four years of librarian experience in a large library system to include two years at the second supervisory level and one year at the Administrative Librarian level OR two years managing a major reference & information department OR managing a regional library.
City of Houston	44	2.1 Mill	484	Library Chief	3	\$56,238 \$55,792 *	\$120,640 \$119,683 *	Master's Degree or equivalent formal training in a recognized field of specialization directly related to type of work performed. Five years experience as a librarian including three with management responsibility.
City of Los Angeles	72	3.8 Mill	829	Senior Librarian	90	\$75,877 \$67,387 *	\$94,273 \$83,724 *	Master's Degree in Library Science (MLS) or comparable fifth-year degree in Library Science. Two years professional experience as a Librarian I.
Chicago	79	2.7 Mill	725					NO MATCH
Queens, NY	81	2.2 Mill	1,151					NO RESPONSE

# FLORIDA COUNTIES/CITIES AND U.S CITIES

## Librarian I Minimum Salary

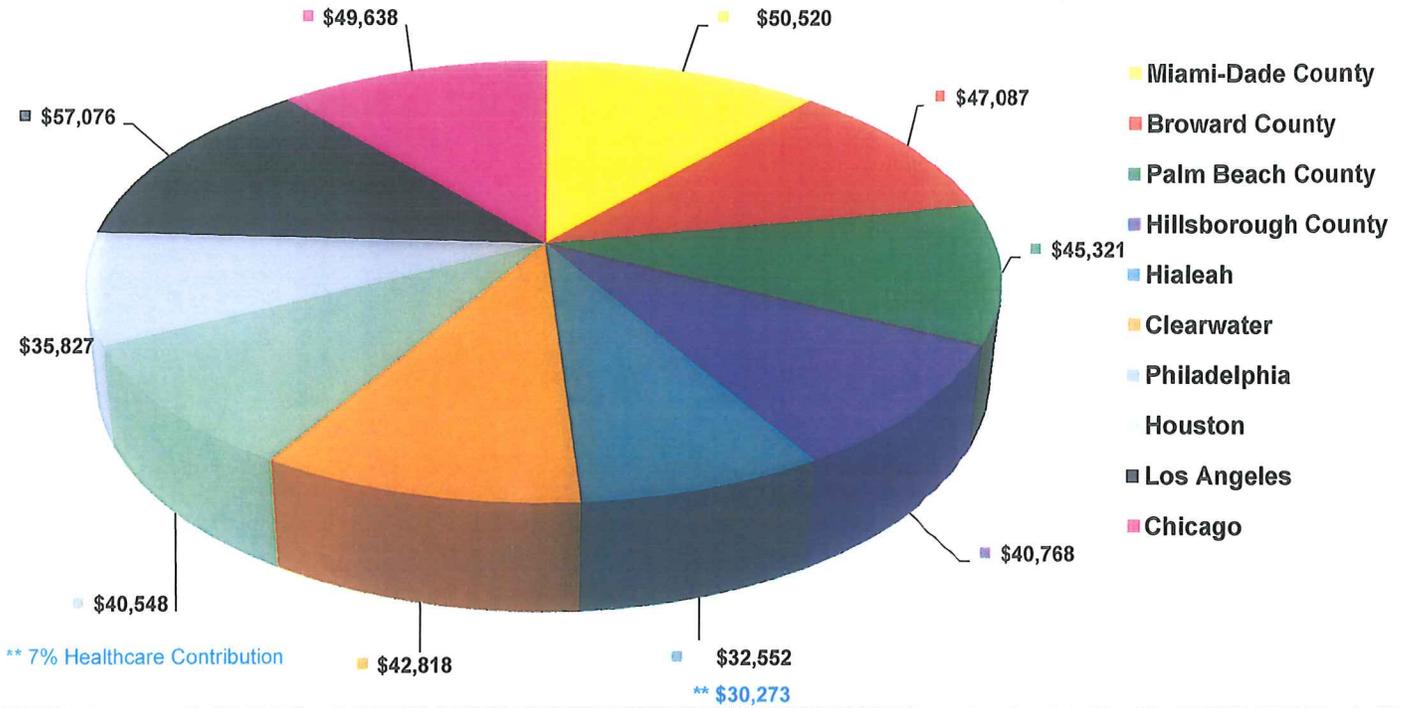


## Librarian I Maximum Salary

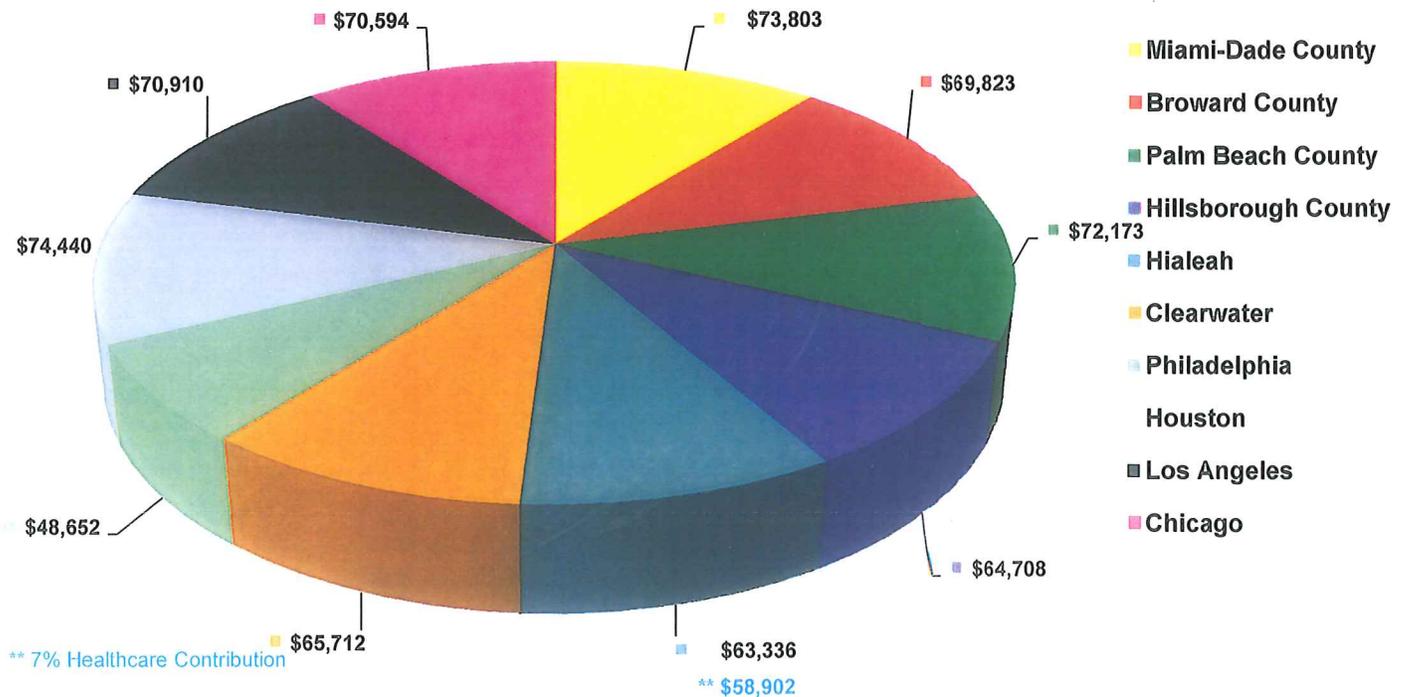


# FLORIDA COUNTIES/CITIES AND U.S. CITIES

## Librarian II Minimum Salary

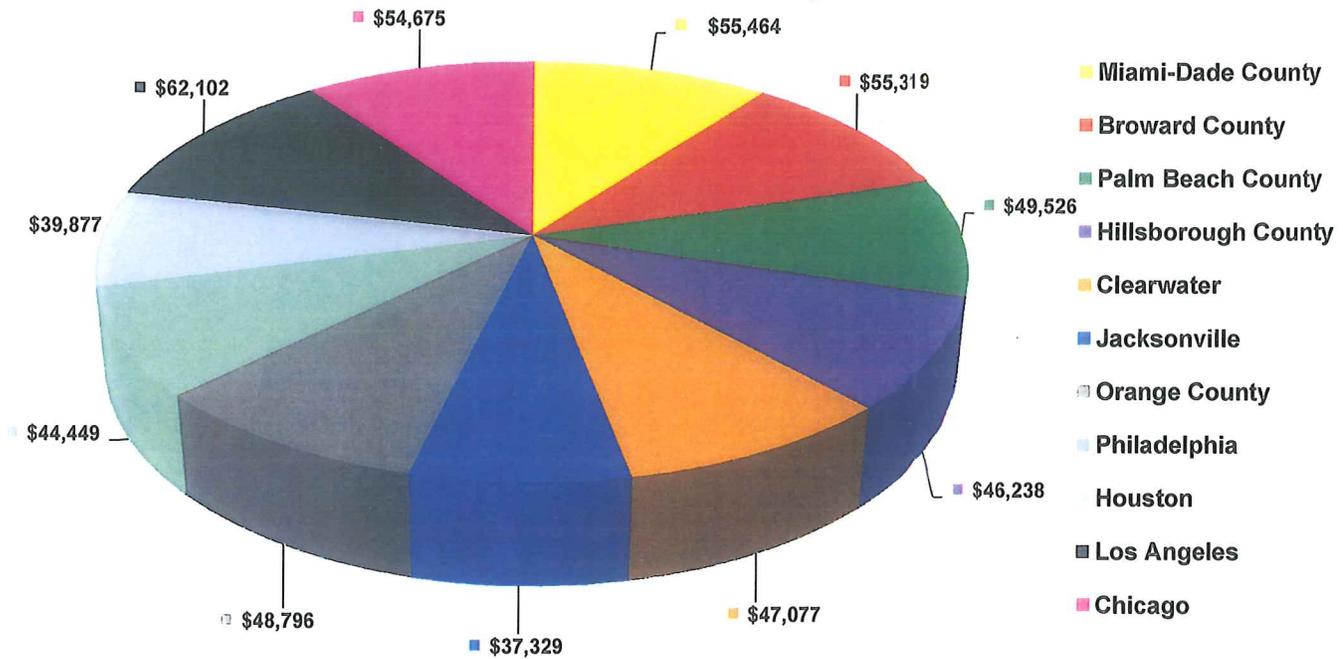


## Librarian II Maximum Salary

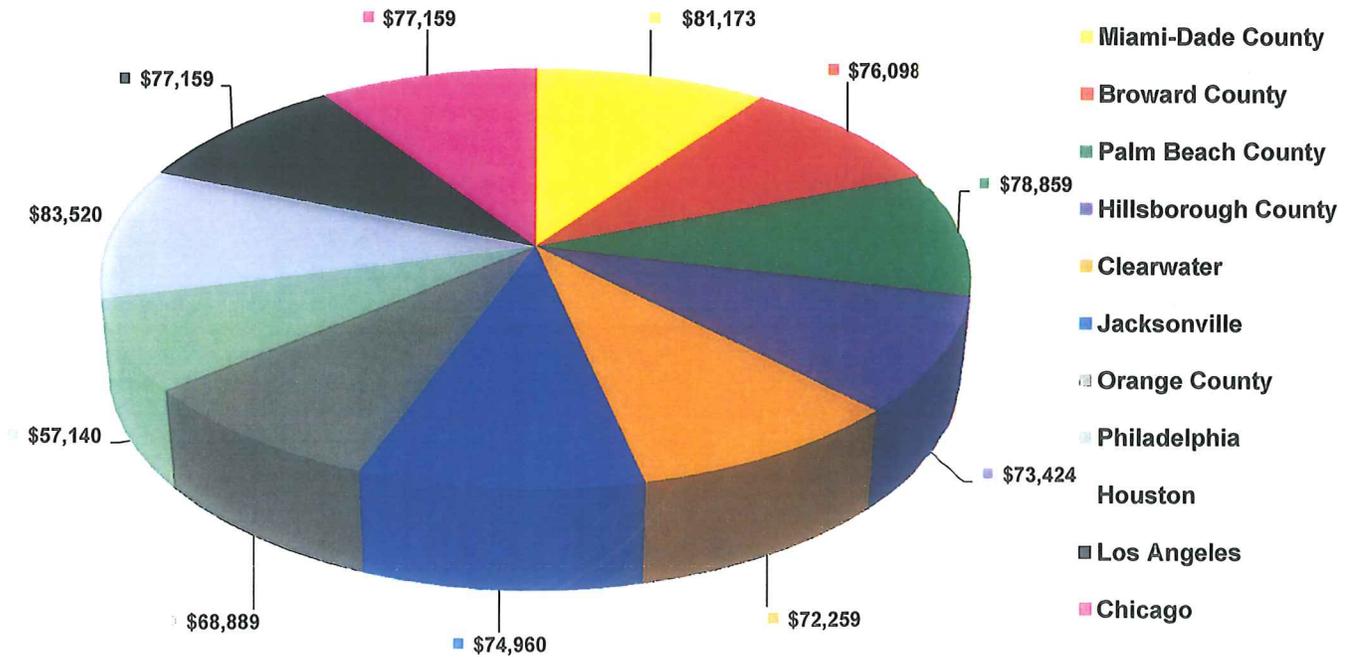


# FLORIDA COUNTIES/CITIES AND U.S. CITIES

## Librarian III Minimum Salary

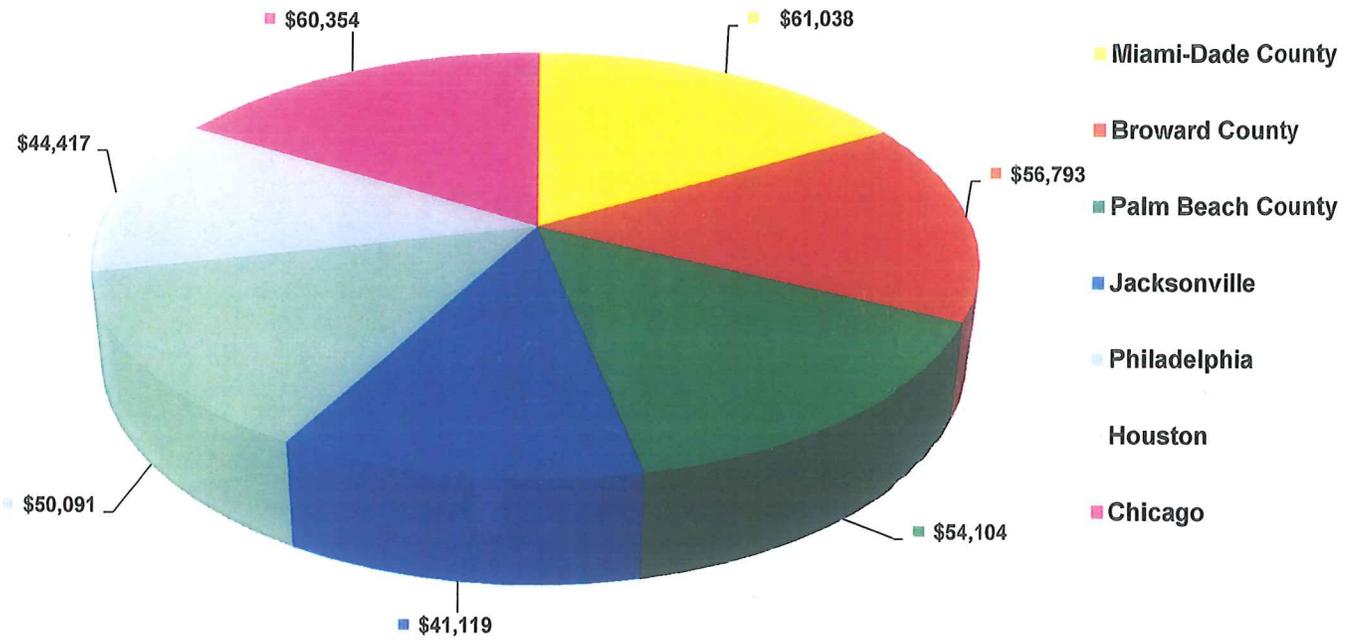


## Librarian III Maximum Salary

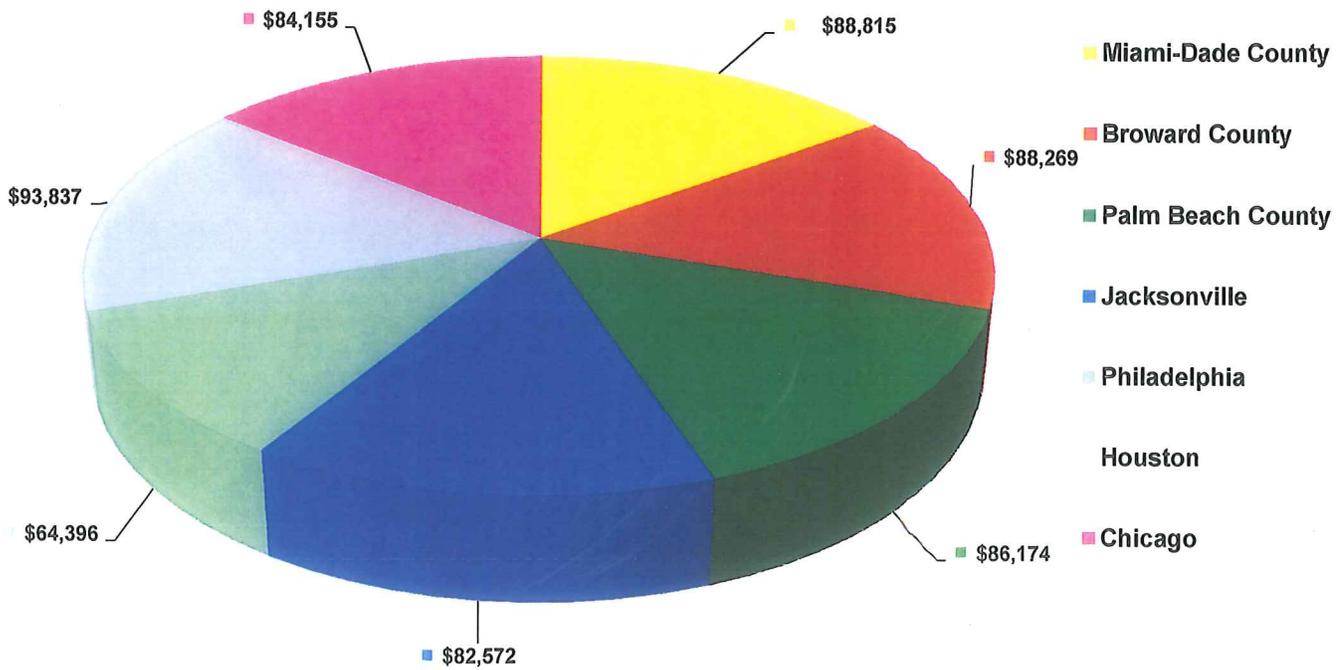


# FLORIDA COUNTIES/CITIES AND U.S. CITIES

## Librarian IV Minimum Salary

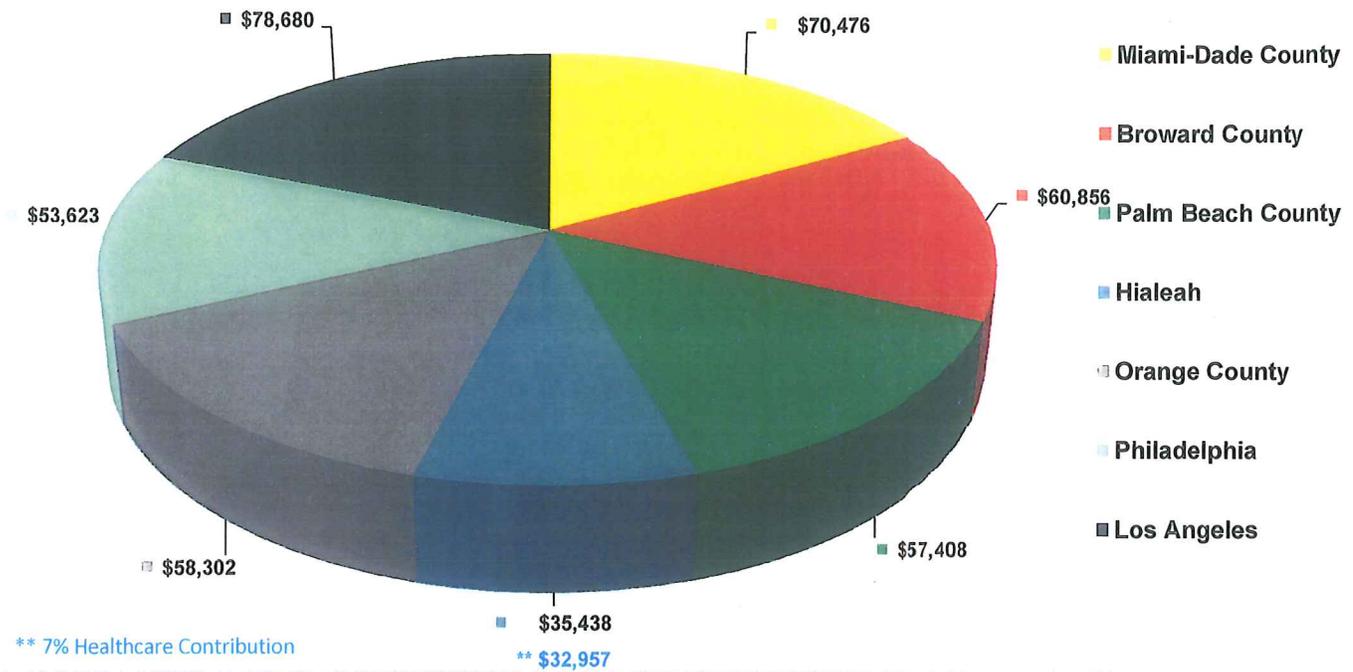


## Librarian IV Maximum Salary

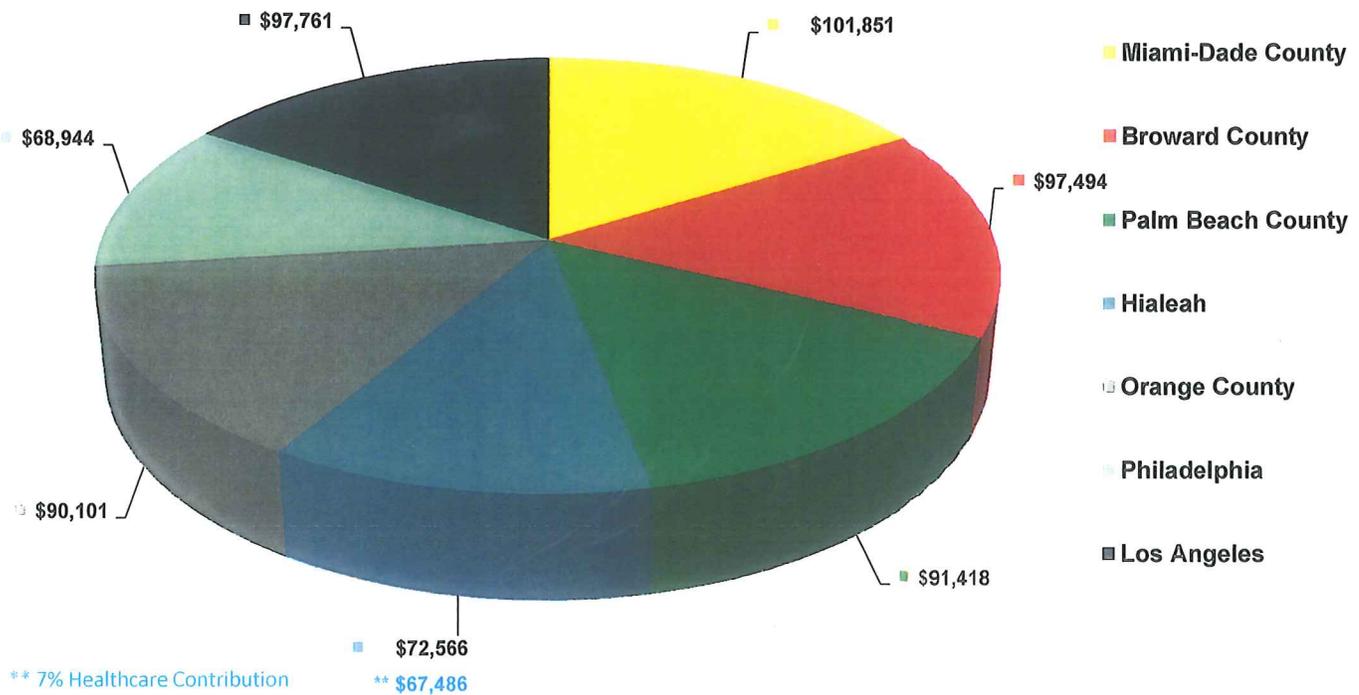


# FLORIDA COUNTIES/CITIES AND U.S. CITIES

## Librarian Branch Supervisor Minimum Salary

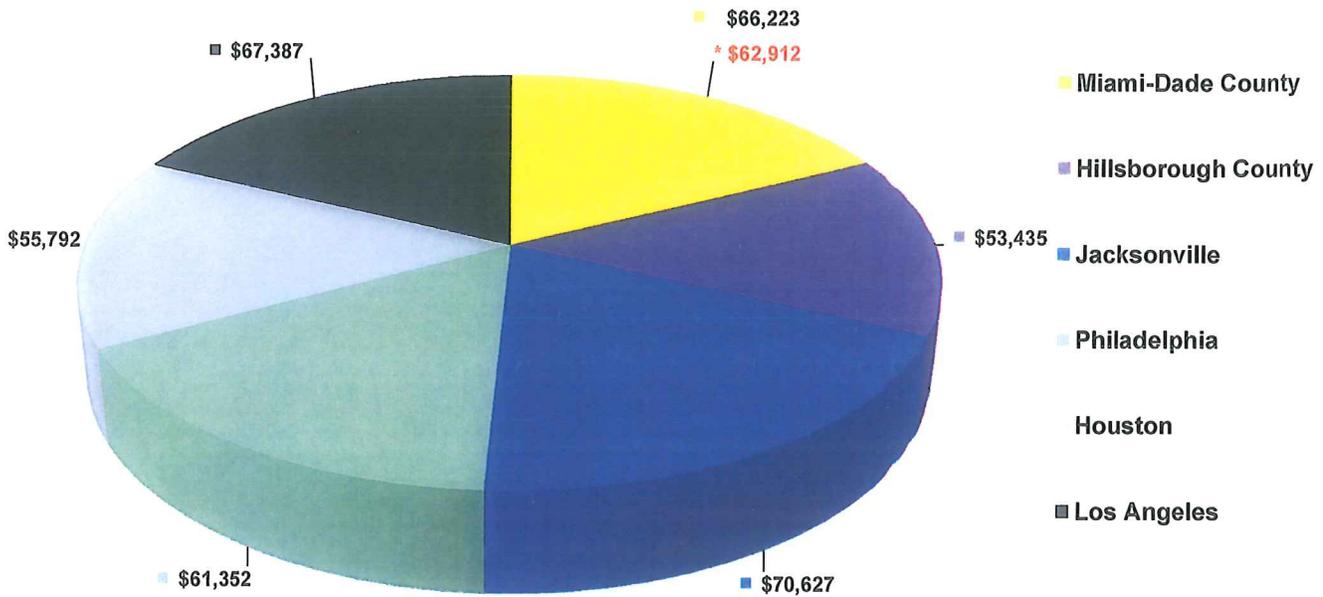


## Librarian Branch Supervisor Maximum Salary

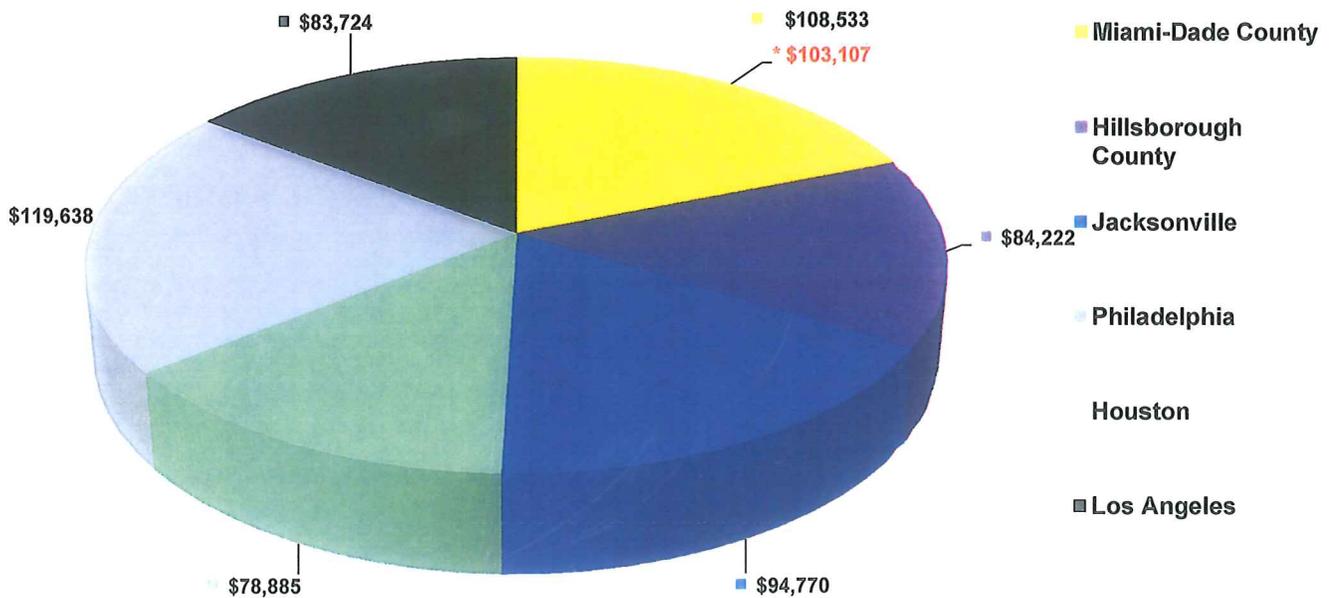


# FLORIDA COUNTIES/CITIES AND U.S. CITIES

## Librarian Operations Administrator Supervisor Minimum Salary



## Librarian Operations Administrator Maximum Salary



# UNIVERSITY LIBRARY SYSTEM

- ❖ Florida International University
- ❖ Florida State University
- ❖ University of Florida -- No Response
- ❖ University of Miami -- No Response

February 5, 2014

## 5) UNIVERSITY LIBRARY SYSTEMS

### LIBRARY SERIES COMPARABLE CLASSIFICATIONS

<u>AGENCY</u>	<u>TITLE</u>	<u>MIN SALARY</u>	<u>MAX SALARY</u>	<u>EDUCATIONAL REQUIREMENTS</u>
Miami Dade	Librarian 1	\$46,115	\$67,061	Master's Degree in Library Science (MLS) or related program from an American Library Association (ALA) accredited graduate school.
Florida State University				NO MATCH
University of Miami				NO RESPONSE
Florida International University	Instructor Librarian	\$44,000	\$50,000	Master's degree in Library Science (MLS) from an American Library Association (ALA) accredited graduate school and appropriate experience as a professional librarian consistent with university guidelines.

## 5) UNIVERSITY LIBRARY SYSTEMS

### LIBRARY SERIES COMPARABLE CLASSIFICATIONS

<u>AGENCY</u>	<u>TITLE</u>	<u>MIN SALARY</u>	<u>MAX SALARY</u>	<u>EDUCATIONAL REQUIREMENTS</u>
Miami Dade	Librarian 2	\$50,520	\$73,803	Master's degree in Library Science (MLS) or a related program from an American Library Association (ALA) accredited graduate school. One year of professional experience as a librarian
Florida State University	Library Specialist	\$23,660	\$65,065	Bachelor's degree and two years experience or a combination of post high school education and experience equal to six years
University of Miami				NO RESPONSE
Florida International University				NO MATCH

## 5) UNIVERSITY LIBRARY SYSTEMS

### LIBRARY SERIES COMPARABLE CLASSIFICATIONS

<u>AGENCY</u>	<u>TITLE</u>	<u>MIN SALARY</u>	<u>MAX SALARY</u>	<u>EDUCATIONAL REQUIREMENTS</u>
Miami Dade	Librarian 3	\$55,464	\$81,173	Master's degree in Library Science (MLS) or a related program from an American Library Association (ALA) accredited graduate school. Two years of professional experience as a librarian
Florida State University	Resource Librarian	\$23,660	\$65,065	Bachelor's degree and two years experience or a combination of post high school experience equal to six years
University of Miami				NO RESPONSE
Florida International University	Assistant Librarian	\$50,000	\$62,620	Master's degree in Library Science (MLS) from an American Library Association (ALA) accredited graduate school and two years of of appropriate professional experience as a librarian consistent with university guidelines.

## 5) UNIVERSITY LIBRARY SYSTEMS

### LIBRARY SERIES COMPARABLE CLASSIFICATIONS

<u>AGENCY</u>	<u>TITLE</u>	<u>MIN SALARY</u>	<u>MAX SALARY</u>	<u>EDUCATIONAL REQUIREMENTS</u>
Miami Dade	Librarian 4	\$61,038	\$88,515	Master's degree in Library Science (MLS) or a related program from an American Library Association (ALA) accredited graduate school. Four years of professional experience as a librarian
Florida State University				NO MATCH
University of Miami				NO RESPONSE
Florida International University				NO MATCH

## 5) UNIVERSITY LIBRARY SYSTEMS

### LIBRARIAN SERIES COMPARABLE CLASSIFICATIONS

<u>AGENCY</u>	<u>TITLE</u>	<u>MIN SALARY</u>	<u>MAX SALARY</u>	<u>EDUCATIONAL REQUIREMENTS</u>
Miami Dade	Library Branch Supervisor	\$70,476	\$101,851	Master's Degree in Library Science (MLS) or related program from an American Library Association (ALA) accredited graduate school. Five years of progressively responsible professional library experience to include supervision in a public library
Florida State University	Program Director Library Services	\$45,419	\$147,613	Bachelor's degree and six years experience related to library services or a combination of post high school education and experience equal to ten years
University of Miami				NO RESPONSE
Florida International University	Associate Librarian	\$58,603	\$102,989	Master's degree in Library Science (MLS) from an American Library Association (ALA) accredited graduate school and five years of of appropriate professional experience as a librarian consistent with university guidelines.

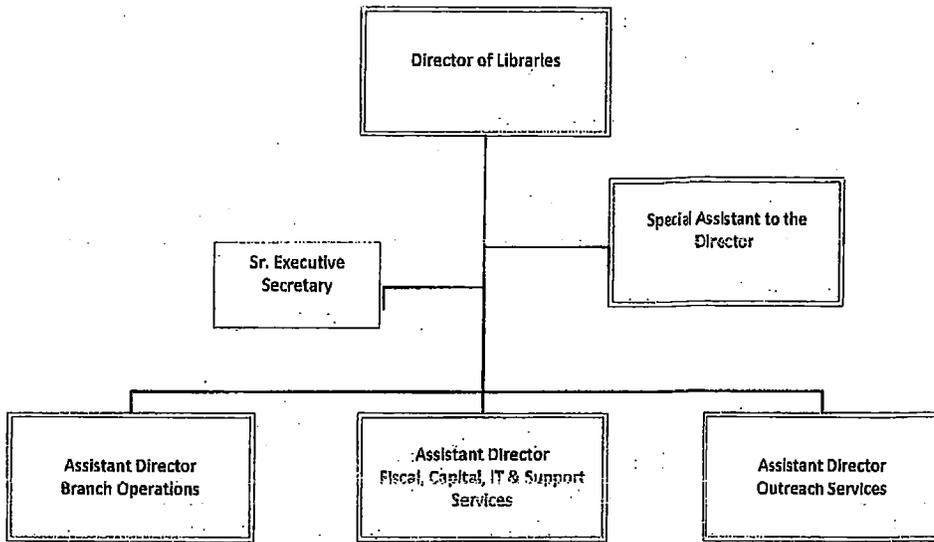
## 5) UNIVERSITY LIBRARY SYSTEMS

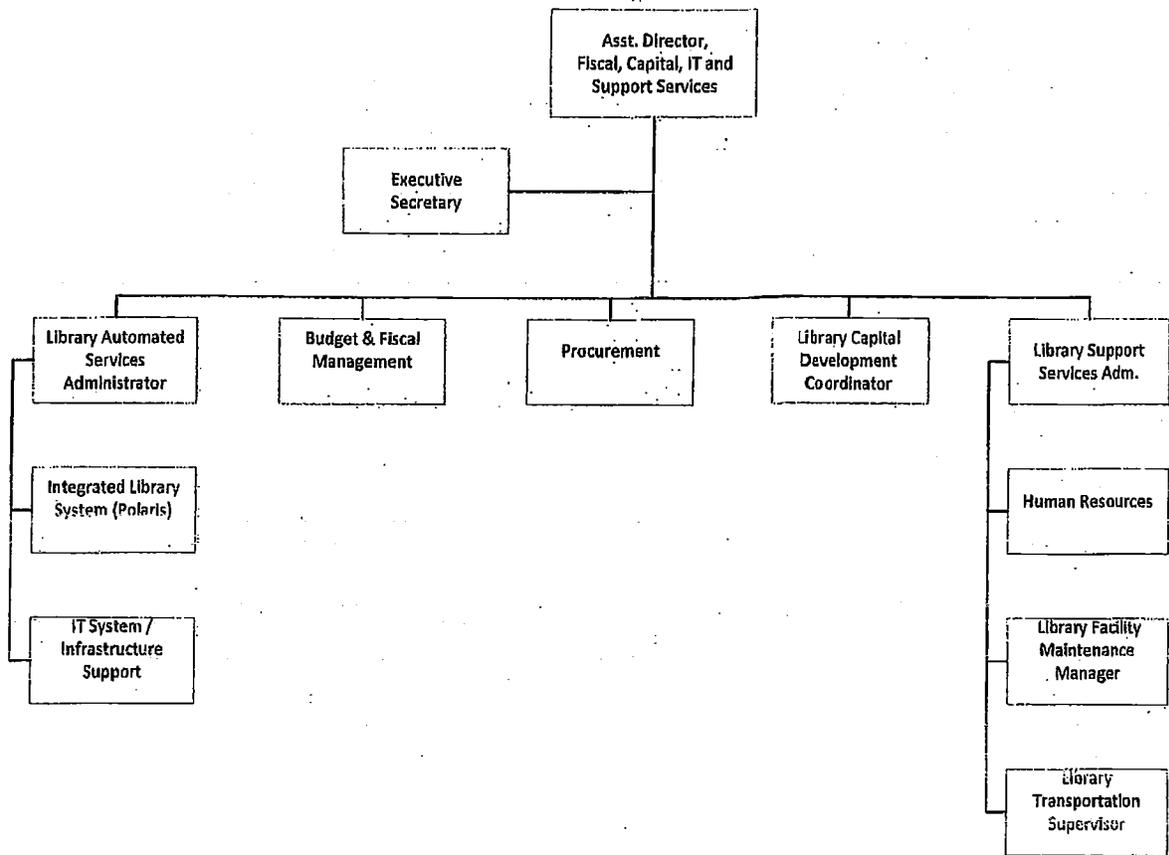
### LIBRARY SERIES COMPARABLE CLASSIFICATIONS

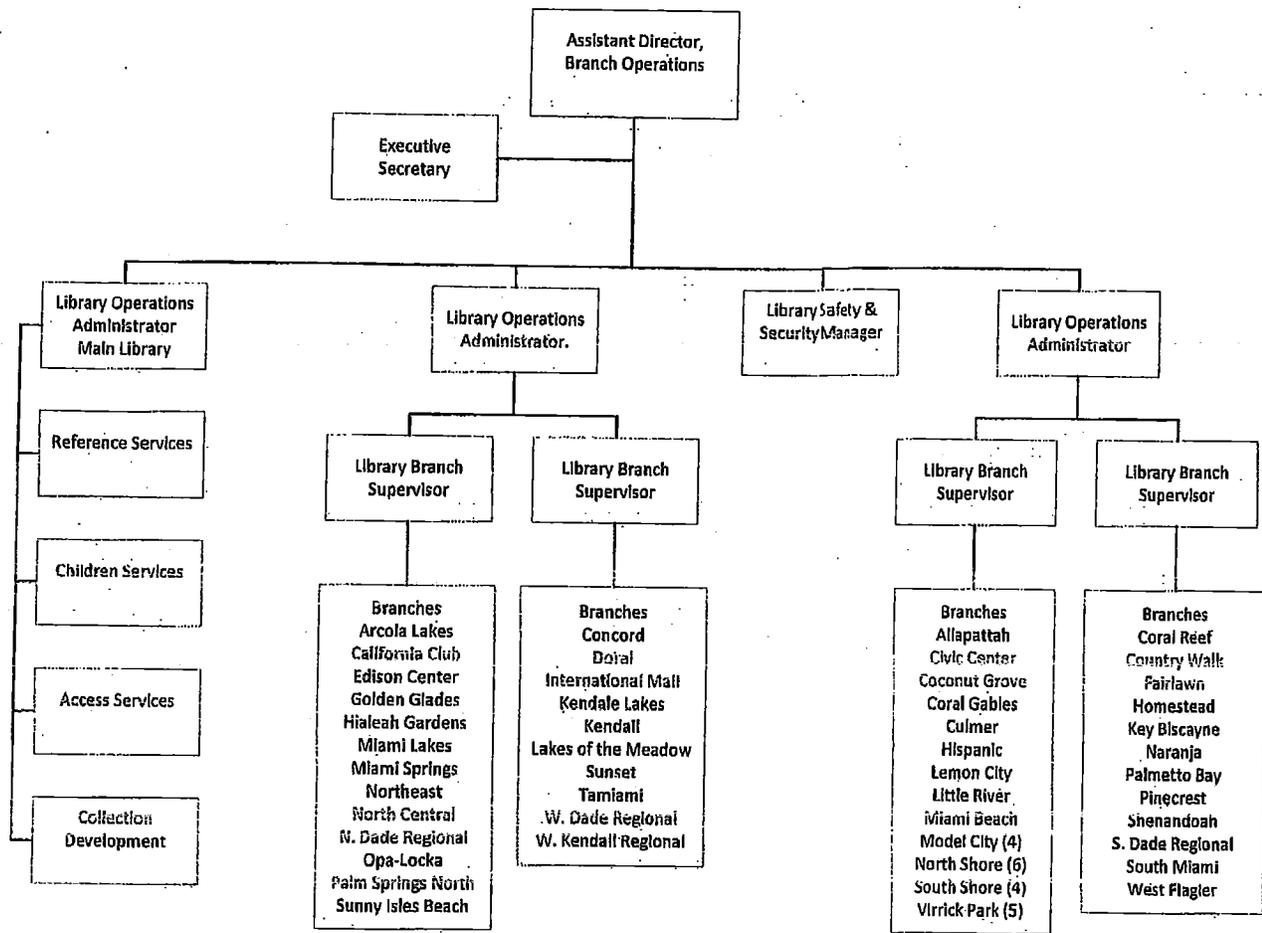
<u>AGENCY</u>	<u>TITLE</u>	<u>MIN SALARY</u>	<u>MAX SALARY</u>	<u>EDUCATIONAL REQUIREMENTS</u>
Miami Dade	Library Operations Administrator	\$66,223 Pay Plan Rate (\$62,912) 5% Healthcare Contribution	\$108,533 Pay Plan Rate (103,107) 5% Healthcare Contribution	Master's degree in Library Science (MLS) or a related program from an American Library Association (ALA) accredited graduate school. Four years of professional experience as a librarian
Florida State University	Associate Director Library Services	\$45,419	\$147,613	Master's degree and four years of experience related to library services or a Bachelor's degree and six years of related experience
University of Miami				NO RESPONSE
Florida International University	University Librarian	\$65,000	\$190,000	Master's degree in Library Science (MLS) from an American Library Association (ALA) accredited graduate school and nine years of appropriate professional experience as a librarian consistent with university guidelines.

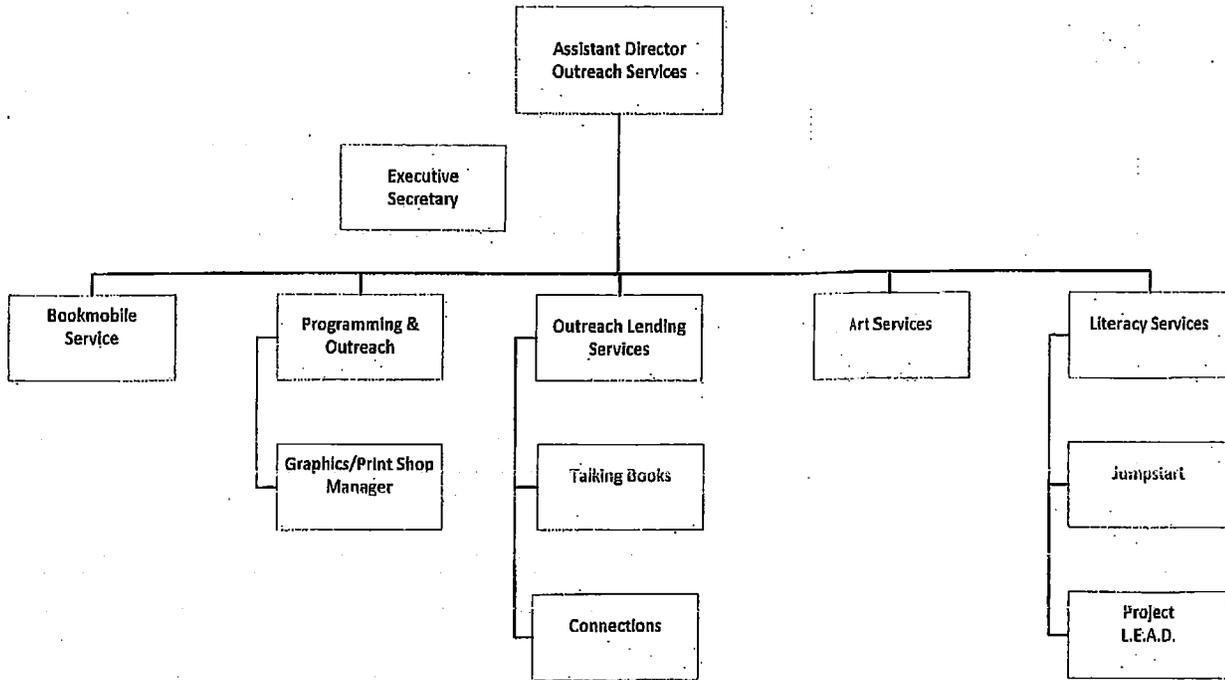
# TABLE OF ORGANIZATION/ JOB DESCRIPTIONS

January 27, 2014











# Human Resources Department

## Librarian 1 (007151-A)

<b>Job status</b>	3	<b>Recruit. type</b>	Spec Instr	<b>Minimum</b>	\$46,114.90	<b>Probation</b>	26
<b>Job category</b>	B	<b>Testing</b>		<b>Maximum</b>	\$67,061.28	<b>Range</b>	03
<b>Pos. status</b>	Classified	<b>Specialist</b>	JIMJAMES	<b>Frequency</b>	Annually	<b>Grade</b>	
<b>Job type</b>	Professional/Managerial			<b>Protection</b>	Not protected	<b>Union</b>	M

### Pay steps

T	\$1,693.16	3	\$1,943.06	6	\$2,240.40	9	\$2,579.28	12	\$2,976.82	15	\$3,415.97	18	\$3,917.34
1	\$1,773.65	4	\$2,036.44	7	\$2,347.63	10	\$2,710.61	13	\$3,122.03	16	\$3,578.52	19	\$4,107.41
2	\$1,853.20	5	\$2,133.25	8	\$2,465.16	11	\$2,838.59	14	\$3,267.32	17	\$3,747.88	20	\$4,292.26

### Minimum Qualifications

**\*\*Salary is determined upon qualification level\*\*** Intern Level: Must be currently enrolled in an American Librarian Association (ALA) Master's degree program. Must provide an acceptance letter from the dean. Must provide an official transcript indicating applicant has taken (or is currently taking) Master of Library Science or related program courses or registration document indicating applicant is enrolled for the current term. (Salary: \$40,594.06) Trainee Level: Must be currently enrolled in an American Library Association (ALA) accredited graduate school Masters degree program in Library Science or related program and have completed at least 18 semester credits in Library Science or related program. (Salary: \$42,739.84) Librarian Level: 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. (Salary: \$44,771.74)

### Job Specifications

**INTERN LEVEL NATURE OF WORK** This is entry level administrative work which provides the opportunity for employees of the Miami-Dade County Public Library System to receive professional training. Assignments serve to offer practical experience, professional development and promotional opportunities within the Library System to employees fully accepted into an ALA accredited Master's of Library Science degree program and registered for classes. Emphasis is placed on assisting participants to become accustomed with the requirements of the Master's in Library Science degree to include assisting with assignments and developing skills and work site duties and responsibilities. Supervision is received from a senior staff member. Guidance is received from a Mentor, who serves as a resource to help the participant with professional development issues and training of professional level duties at the assigned worksite. **ILLUSTRATIVE TASKS** Applies study habits and developing skills to meet the academic requirements of the Master's of Library Science. Applies academic knowledge to the routine operations of public library work. Assists with reference activities including researching and providing patrons with documented answers to reference questions. Assists with analyzing collection development needs. Assists with the proper maintenance of library materials and equipment in an assigned library area. Maintains an awareness of current library issues and trends by reading professional and related literature and attending workshops, conferences and courses. Assists with classifying, cataloging and ordering library materials. Performs related work as required. **KNOWLEDGE, ABILITIES AND SKILLS** Considerable knowledge of library policies and procedures, methods and techniques. Considerable knowledge of library reference materials and tools of research. Knowledge of information technology. Knowledge of general rules and regulations of the public library system. Knowledge of library circulation procedures and cataloging rules. Knowledge of office practices and procedures. Knowledge of customer service principles and techniques. Knowledge of databases and other searching skills. Ability to assist others in various phases of library work. Ability to perform complex reference activities in a public library system. Ability to handle simple monetary transactions. Ability to make decisions in accordance with library policies and procedures. Ability to deal tactfully and courteously with a diverse public. Ability to comprehend and apply technical library theory. Ability to establish and maintain effective working relations with library patrons, employees and supervisors. Ability to effectively express ideas and information, verbally and in writing. Ability to assist with the use of the internet, emails and other computer programs. Ability to prepare written reports. **TRAINEE & LIBRARIAN LEVEL NATURE OF WORK** This is entry-level professional library work in a variety of phases of library operations. Employees in this classification are



## Human Resources Department

responsible for the application of professional library principles and practices to various assignments in library operations. Responsibilities include assisting the public in the use of information technology, performing complex reference activities, analyzing collection development needs, and continuous familiarization with the library's resources and developments in the profession. Supervision may be exercised over a staff of clerical, para-professional or technical employees. Supervision is received from a higher level Librarian who assigns duties and reviews work for satisfactory performance. **ILLUSTRATIVE TASKS** Performs complex reference activities including researching and providing patrons with documented answers to reference questions; instructs patrons in the use of bibliographic materials and information technology; assists patrons in the selection of library materials; performs specialized library programming; resolves patron problems concerning library or County policies. Analyzes collection development needs, oversees the selection of materials, prepares bibliographies and provides reader's advisory and reference services for assigned areas of responsibility. Exercises responsibility for the proper maintenance of library materials and equipment in an assigned library area. Plans, assigns and reviews the work of para-professional, clerical, technical and volunteer workers engaged in a variety of library activities. Maintains an awareness of current library issues and trends by reading professional and related literature and attending workshops, conferences and courses. Classifies, catalogs and orders library materials. Performs related lower level work as required. **KNOWLEDGE, ABILITIES AND SKILLS** Considerable knowledge of professional library principles, methods, materials and practices. Knowledge of library reference materials and tools of research. Knowledge of library automation systems and applications. Some knowledge of supervisory principles and practices. Knowledge of customer service principles and techniques. Ability to comprehend and apply technical library theory. Ability to perform effective library reference, reader's advisory duties and other professional level library work. Ability to establish and maintain effective working relations with library patrons, employees and supervisors. Ability to effectively express ideas and information, verbally and in writing. Ability to supervise subordinates in a manner conducive to full performance and high morale. Ability to maintain fiscal and administrative records. Ability to prepare written reports. Physical strength and agility sufficient to perform assigned duties.

### Nature of work

This is entry level professional library work in a variety of phases of library operations.



# Human Resources Department

## Librarian 2 (007152)

<b>Job status</b>	3	<b>Recruit. type</b>	Spec Instr	<b>Minimum</b>	\$50,519.56	<b>Probation</b>	26
<b>Job category</b>	B	<b>Testing</b>		<b>Maximum</b>	\$73,803.34	<b>Range</b>	03
<b>Pos. status</b>	Classified	<b>Specialist</b>	JIMJAMES	<b>Frequency</b>	Annually	<b>Grade</b>	
<b>Job type</b>	Professional/Managerial			<b>Protection</b>	Not protected	<b>Union</b>	M

### Pay steps

<b>T</b>	\$1,854.31	<b>3</b>	\$2,133.25	<b>6</b>	\$2,465.16	<b>9</b>	\$2,838.59	<b>12</b>	\$3,267.32	<b>15</b>	\$3,747.88	<b>18</b>	\$4,292.26
<b>1</b>	\$1,943.06	<b>4</b>	\$2,240.40	<b>7</b>	\$2,579.28	<b>10</b>	\$2,976.82	<b>13</b>	\$3,415.97	<b>16</b>	\$3,917.34	<b>19</b>	\$4,485.39
<b>2</b>	\$2,036.44	<b>5</b>	\$2,347.63	<b>8</b>	\$2,710.61	<b>11</b>	\$3,122.03	<b>14</b>	\$3,578.52	<b>17</b>	\$4,107.41	<b>20</b>	\$4,687.27

### 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.

### Job Specifications

**7131 LIBRARIAN 2 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. Responsibilities include supervising library staff, analyzing collection development needs, assisting the public and continuous familiarization with the library's resources. Supervision is exercised over a staff of professional, para-professional, technical or clerical employees engaged in various phases of library operations. Supervision is received from a manager who assigns responsibilities and reviews work for satisfactory performance. **ILLUSTRATIVE TASKS** Plans, assigns and reviews the work of subordinate library staff engaged in a variety of library operations. Serves as librarian-in-charge in the absence of the Manager; resolves personnel or patron problems concerning library or County policies. Provides staff development and training of supervised professional, para-professional, clerical and technical staff members. Analyzes collection development needs, oversees the selection of materials, provides reader's advisory and reference services for assigned areas of responsibility. Supervises the proper maintenance of library materials and equipment in an assigned library area. Maintains an awareness of current library issues and trends by reading professional and related literature and attending workshops, conferences and courses. Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave; evaluates and rates employee performance. Performs related lower level work as required. **KNOWLEDGE, ABILITIES AND SKILLS** Considerable knowledge of professional library principles, methods, materials and practices. Considerable knowledge of library reference materials and tools of research. Considerable knowledge of library materials and information technology. **7131 LIBRARIAN 2 (Cont'd) KNOWLEDGE, ABILITIES AND SKILLS (Cont'd)** Knowledge of supervisory principles and practices. Knowledge of customer service principles and techniques. Ability to analyze operational problems and make recommendations for their solution. Ability to plan, organize and direct the work of professional, para-professional and support staff. Ability to interpret library policies, objectives and services to the public and staff. Ability to develop innovative programs for the library system. Ability to establish and maintain effective working relationships with the library patrons, employees and supervisors. Ability to maintain fiscal and administrative records. Ability to effectively express ideas and information, verbally and in writing. Ability to prepare reports and presentations. Physical strength and agility sufficient to perform assigned duties. **MINIMUM QUALIFICATIONS** One year of experience as a librarian and a Master's in Library Science degree from an ALA accredited or approved graduate school. Must be able to work nights and weekends. Rev. 1-2000

### Nature of work

This is professional library work with supervisory responsibility in a variety of library operations.



# Human Resources Department

## Librarian 3 (007153)

<b>Job status</b>	3	<b>Recruit. type</b>	Spec Instr	<b>Minimum</b>	\$55,464.50	<b>Probation</b>	26
<b>Job category</b>	B	<b>Testing</b>		<b>Maximum</b>	\$81,172.78	<b>Range</b>	03
<b>Pos. status</b>	Classified	<b>Specialist</b>	JIMJAMES	<b>Frequency</b>	Annually	<b>Grade</b>	
<b>Job type</b>	Professional/Managerial			<b>Protection</b>	Not protected	<b>Union</b>	K

### Pay steps

<b>T</b>	\$2,038.86	<b>3</b>	\$2,347.63	<b>6</b>	\$2,710.61	<b>9</b>	\$3,122.03	<b>12</b>	\$3,578.52	<b>15</b>	\$4,107.41	<b>18</b>	\$4,687.27
<b>1</b>	\$2,133.25	<b>4</b>	\$2,465.16	<b>7</b>	\$2,838.59	<b>10</b>	\$3,267.32	<b>13</b>	\$3,747.88	<b>16</b>	\$4,292.26	<b>19</b>	\$4,898.22
<b>2</b>	\$2,240.40	<b>5</b>	\$2,579.28	<b>8</b>	\$2,976.82	<b>11</b>	\$3,415.97	<b>14</b>	\$3,917.34	<b>17</b>	\$4,485.39	<b>20</b>	\$5,118.63

### 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.

### Job Specifications

**7132 LIBRARIAN 3 NATURE OF WORK** This is advanced professional library work with supervisory and managerial responsibility in a variety of library operations. Employees in this class are responsible for overseeing the operations of a specialized library department or library facility. Responsibilities include supervising staff, implementing collection development policy, providing staff development and training and performing a variety of administrative duties. Supervision is exercised over a staff of professional, para-professional, technical and clerical staff engaged in various phases of library operations. General supervision is received from a higher level librarian who reviews work for achievement of desired goals and objectives. **ILLUSTRATIVE TASKS** Serves as manager and exercises responsibility for all operational aspects of a library facility; assumes responsibility for the maintenance and upkeep of library facility and grounds in order to assure the safety of staff and public. Serves as librarian-in-charge in the absence of the branch manager. Serves as manager of a specialized library department. Oversees the selection of materials and public services for assigned areas of responsibility. Performs and coordinates outreach services to the library community to promote community awareness of library services and programs. Provides development and training of professional and para-professional staff; facilitates basic library services instructions to the public. Keeps supervisors informed of pertinent issues relating to the work site. Makes recommendations regarding hiring and discipline; authorizes leave and recommends overtime; evaluates and rates employee performance. Designs and implements short and long-term goals and objectives for the assigned area of responsibility; provides input to administrators and supervisors for division and departmental goal setting; maintains awareness of current library trends and issues. Performs related lower level work as required. **KNOWLEDGE, ABILITIES AND SKILLS** Thorough knowledge of professional library principles, methods, materials and practices. Thorough knowledge of library reference materials and tools of research. Thorough knowledge of information resources. **Page 2 7132 LIBRARIAN 3 (Cont'd) KNOWLEDGE, ABILITIES AND SKILLS (Cont'd)** Considerable knowledge of supervisory principles and practices. Considerable knowledge of customer service and public relations principles and techniques. Considerable knowledge of library department policies and procedures. Ability to make independent decisions concerning personnel, facility or patron problems. Ability to analyze administrative library problems, make recommendations for their solution and carry out the recommendations. Ability to plan, organize and direct the work of a group of professional, para-professional and support staff. Ability to interpret library policies, objectives and services to staff, public officials and the public in a positive manner. Ability to establish and maintain effective working relationships with library patrons, employees and supervisors. Ability to develop innovative programs for the library system. Ability to maintain fiscal and administrative records and prepare reports. Ability to effectively express ideas and information, verbally and in writing. Physical strength and agility sufficient to perform assigned duties. **MINIMUM QUALIFICATIONS** Master's in Library Science degree from an ALA accredited or approved graduate school. Two years of professional level library experience is required. Must be able to work nights and weekends. Rev. 1-2000



## Human Resources Department

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### Nature of work

This is advanced professional library work with supervisory and managerial responsibility in a variety of library operations.



# Human Resources Department

## Librarian 4 (007154)

<b>Job status</b>	3	<b>Recruit. type</b>	Spec Instr	<b>Minimum</b>	\$61,038.38	<b>Probation</b>	26
<b>Job category</b>	A	<b>Testing</b>		<b>Maximum</b>	\$88,815.22	<b>Range</b>	03
<b>Pos. status</b>	Classified	<b>Specialist</b>		<b>Frequency</b>	Annually	<b>Grade</b>	
<b>Job type</b>	Professional/Managerial			<b>Protection</b>	Not protected	<b>Union</b>	K

### Pay steps

<b>T</b>	\$2,241.79	<b>3</b>	\$2,579.28	<b>6</b>	\$2,976.82	<b>9</b>	\$3,415.97	<b>12</b>	\$3,917.34	<b>15</b>	\$4,485.39	<b>18</b>	\$5,118.63
<b>1</b>	\$2,347.63	<b>4</b>	\$2,710.61	<b>7</b>	\$3,122.03	<b>10</b>	\$3,578.52	<b>13</b>	\$4,107.41	<b>16</b>	\$4,687.27	<b>19</b>	\$5,348.97
<b>2</b>	\$2,465.16	<b>5</b>	\$2,838.59	<b>8</b>	\$3,267.32	<b>11</b>	\$3,747.88	<b>14</b>	\$4,292.26	<b>17</b>	\$4,898.22	<b>20</b>	\$5,589.67

### 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.

### Job Specifications

**NATURE OF WORK** This is advanced responsible professional library work with extensive supervisory and managerial responsibility. Employees in this classification may serve as manager of a library or a specialized library department. Responsibilities include assuring the successful operations of an assigned area by developing and coordinating collection development policy; overseeing staff development and training; and developing and implementing library goals and objectives. Supervision is exercised over a staff of professional, paraprofessional, technical and clerical employees engaged in various phases of library operations. Supervision is received from an administrative supervisor who reviews work for achievement of desired goals and objectives.

**ILLUSTRATIVE TASKS** Serves as manager and exercises responsibility for all operational aspects of a library facility; assumes responsibility for the maintenance and upkeep of library facility and grounds in order to assure the safety of staff and public. Serves as manager of a specialized library department. Designs and implements short and long term goals and objectives for the assigned area of responsibility; provides input to administrators and supervisors for division and departmental goal setting; maintains awareness of current library trends and issues. Serves as librarian-in-charge in the absence of the immediate supervisor. Develops and implements collection development policy; oversees the selection of materials and the delivery of public services. Provides and recommends staff development and training of professional and paraprofessional. Performs and coordinates outreach services to the library community to promote community awareness of library services and programs. Keeps supervisors informed of pertinent issues relating to the work site. Facilitates library programming to develop public awareness and promote use of the library collection. Makes recommendations regarding hiring and discipline; authorizes leave and recommends overtime; evaluates and rates employee performance. Performs related lower level work as required.

**KNOWLEDGE, ABILITIES AND SKILLS** Extensive knowledge of professional library principles, methods, materials and practices. Extensive knowledge of library reference materials and tools of research. Thorough knowledge of supervisory principles and practices. Thorough knowledge of Library and County administrative policies and procedures. Considerable knowledge of information resources. Considerable knowledge of customer service and public relations principles and techniques. Ability to plan, organize and direct the work of professional, paraprofessional and support staff in a manner conducive to full performance and high morale. Ability to make independent decisions concerning personnel, facility or patron problems. Ability to make independent decisions in the interpretation and implementation of administrative policies and procedures. Ability to interpret library policies, objectives and services to staff, public officials and the public in a positive manner. Ability to develop innovative programs for the library system. Ability to establish and maintain effective working relationships with subordinates, superiors, public officials, library patrons and community groups. Ability to maintain fiscal and administrative records and prepare reports. Ability to effectively express ideas and information, verbally and in writing.

**MINIMUM QUALIFICATIONS** Master's degree in Library Science from an ALA accredited or approved graduate school. Four years of professional library experience to include supervisory experience is required. Must be able to work weekends and nights.

Rev. 1-2000



# Human Resources Department

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**Nature of work**

This is advanced responsible professional library work with extensive supervisory and managerial responsibility.



# Human Resources Department

## Library Branch Supervisor (007165)

<b>Job status</b>	3	<b>Recruit. type</b>	Spec Instr	<b>Minimum</b>	\$70,475.86	<b>Probation</b>	26
<b>Job category</b>	B	<b>Testing</b>		<b>Maximum</b>	\$101,850.84	<b>Range</b>	03
<b>Pos. status</b>	Classified	<b>Specialist</b>	ANNETTA	<b>Frequency</b>	Annually	<b>Grade</b>	
<b>Job type</b>	Professional/Managerial			<b>Protection</b>	Not protected	<b>Union</b>	K

### Pay steps

T \$2,590.08	3 \$2,976.82	6 \$3,415.97	9 \$3,917.34	12 \$4,485.39	15 \$5,118.63	18 \$5,841.20
1 \$2,710.61	4 \$3,122.03	7 \$3,578.52	10 \$4,107.41	13 \$4,687.27	16 \$5,348.97	19 \$6,104.06
2 \$2,838.59	5 \$3,267.32	8 \$3,747.88	11 \$4,292.26	14 \$4,898.22	17 \$5,589.67	20 \$6,378.75

### 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.

### Job Specifications

**NATURE OF WORK** This is advanced professional library work with extensive managerial responsibilities for the Miami-Dade Public Library System. Employees in this class are responsible for overseeing the operations of a major library facility. Responsibilities include planning, coordinating, organizing and directing library operation, coordinating the activities of a large group of employees, maintaining a large library physical plant, improving service delivery and exercising budgetary controls. Additional responsibilities include assisting in organizational development and establishment of library policies and procedures, implementing innovative programs, and developing and coordinating outreach efforts to the library community. Supervision is exercised over a large staff of professional, paraprofessional, technical and clerical employees engaged in various phases of library operations. Supervision is received from an administrative supervisor who evaluates work for effective library management and achievement of desired goals and objectives. **ILLUSTRATIVE TASKS** Serves as manager and exercises responsibility for all operational aspects of a library facility or specialized library department; assumes responsibility for the maintenance and upkeep of library facility and grounds in order to assure the safety of staff and public. Coordinates operations including planning, staffing, collection development, programming, outreach efforts, and community involvement. Supervises and evaluates library staff; develops performance objectives, standards and evaluations; participates in staff development projects; makes recommendations relative to selection, promotion and retention of staff; resolves personnel problems for the assigned library area; organizes training in new technology. Improves the efficiency, effectiveness and quality of library services; recommends changes effecting regional and system-wide policies. Plans, coordinates, organizes and implements library functions; interprets policies; establishes procedures; maintains various records and reports. Monitors library collection development within an assigned library area; supervises the selection of library materials; monitors assigned material's budget; provides input in the acquisition of new information technology. Coordinates art services and system-wide programming including acquisition, display and preservation of art works; responsible for art exhibitions and programming system-wide; arranges for speakers, performers and artists to participate in programs. Page 2 7134 **LIBRARY SERVICES SUPERVISOR (Cont'd)** **ILLUSTRATIVE TASKS (Cont'd)** Designs and implements innovative programs to promote library use and meet the informational needs of specific communities and library users; participates in program evaluation at departmental levels. Maintains awareness of current library trends and issues by reading professional literature, attending workshops, conferences and courses and maintaining professional affiliations. Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and recommends overtime; evaluates and rates employee performance. Performs related lower level work as required. **KNOWLEDGE, ABILITIES AND SKILLS** Extensive knowledge of professional library principles, methods, materials and practices. Extensive knowledge of library reference materials and tools of research. Extensive knowledge of information technology and reader interest levels. Thorough knowledge of supervisory principles and practices. Thorough knowledge of administrative policies and procedures. Thorough knowledge of methods of library administration. Considerable knowledge of customer service and public relations principles and techniques. Considerable knowledge of



## Human Resources Department

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library automated systems. Ability to effectively supervise and manage a large library facility. Ability to plan, organize and direct the work of professional, paraprofessional and support staff in a manner conducive to full performance and high morale. Ability to establish and maintain effective working relationships with staff members, supervisors, library patrons, community groups, and elected officials. Ability to interpret library policies, procedures and services to employees, public officials and the public in a positive manner. Ability to maintain fiscal and administrative records and prepare reports. Ability to communicate clearly and concisely, verbally and in writing. **MINIMUM QUALIFICATIONS** Master's degree in Library Science from an ALA accredited or approved graduate school. Five years of progressively responsible professional library experience including supervisory experience in a public library is required. Must be able to work nights and weekends. Rev. 1-2000

### Nature of work

This is advanced and responsible professional and administrative library work for the Miami-Dade County public library system.



# Human Resources Department

## Library Operations Administrator (007155)

<b>Job status</b>	3	<b>Recruit. type</b>	Spec Instr	<b>Minimum</b>	\$66,222.52	<b>Probation</b>	00
<b>Job category</b>	B	<b>Testing</b>		<b>Maximum</b>	\$108,532.84	<b>Range</b>	99
<b>Pos. status</b>	Exempt	<b>Specialist</b>	JSS	<b>Frequency</b>	Annually	<b>Grade</b>	05
<b>Job type</b>	Professional/Managerial			<b>Protection</b>	Not protected	<b>Union</b>	L

### Pay steps

<b>T</b>	<b>3</b>	<b>6</b>	<b>9</b>	<b>12</b>	<b>\$4,174.34</b>	<b>15</b>	<b>18</b>
<b>1</b>	<b>\$2,547.02</b>	<b>4</b>	<b>7</b>	<b>10</b>		<b>13</b>	<b>16</b>
<b>2</b>	<b>\$2,980.03</b>	<b>8</b>	<b>11</b>	<b>14</b>		<b>17</b>	<b>20</b>

### Minimum Qualifications

Master's degree in Library Science or related program from an ALA accredited graduate school. A minimum of five years of progressively responsible library experience to include two years of supervisory experience is required.

### Job Specifications

**NATURE OF WORK** This is advanced library management work for the Miami-Dade Public Library System. Employees in this class are responsible for direction, supervision, and effective operation of a major division of the library system. Responsibilities include supervising librarian-in-charge of smaller divisions or branches, providing quality library services to the public, assessing needs to improve services, and planning new branches. Incumbents may be assigned to diversified library functions which may include managing the main library facility, directing systemwide technical processes, coordinating children's and youth services, coordinating central reserve system, conducting community outreach, or soliciting from grant funding sources and managing grant funded projects. Considerable independent judgement is exercised in carrying out assigned duties. Supervision may be exercised over a small or extensive staff of subordinates engaged in various phases of library operations. General supervision is received from an administrative superior who holds the incumbent responsible for the effective management of assigned responsibilities. **ILLUSTRATIVE TASKS** Directs the activities of librarians-in-charge of smaller divisions or of branches; provides guidance on long and short-term goal setting, daily operations, and services to the public; serves as a member of the departmental administrative team. Assures efficient and effective organization and operation of branches, divisions, or departments to provide quality services to the public. Prepares bibliographies, reading lists, and technical articles for publication; keeps abreast of current library trends and issues through professional literature, workshops, and professional affiliations. Designs and implements surveys, and evaluates statistics and studies to determine the needs for improved library services; creates linkages with community groups serving target populations. Plans budgetary expenditures; prepares reports and statistical information; supports library collection development; develops methods of efficient ordering, verification, and payment for library items. Coordinates and directs system wide technical processes department, including acquisition, cataloging, processing, and distribution of library materials. Coordinates children's and youth services systemwide, including book and materials selection, program planning, and evaluation and personnel development. Coordinates central reserve system, evaluates efficiency and makes revisions to assure improved services. Coordinates and directs systemwide adult services outreach to underserved citizens, with an emphasis on multicultural and immigrant populations. Plans, coordinates, and implements major federal, state, and local grant projects targeting underserved citizens, with an emphasis on multicultural and immigrant populations. Performs related work as required. **KNOWLEDGES, ABILITIES, AND SKILLS** Thorough knowledge of professional library principles, methods, materials and practices. Thorough knowledge of the principles and practices of library administration. Thorough knowledge of library reference materials and tools of research. Thorough knowledge of bibliographic materials and reader interest levels. Considerable knowledge of supervisory principles and practices. Considerable knowledge of departmental administrative policies and procedures. Knowledge of grant preparation and administration. Ability to plan, organize, and direct the work of professional, paraprofessional, and support staff in a manner conducive to full performance and high morale. Ability to interpret library policies, objectives, and services to community groups, public officials, and library patrons. Ability to develop innovative programs for the library system.



## Human Resources Department

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Ability to visualize library systems needs and recommend policies, procedures, and methods to assure that needs are met.  
Ability to express ideas and information clearly and concisely, verbally and in writing.

### Nature of work

This is responsible professional library work in library system administration.

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CLASS TITLE: Media Specialist

JOB CODE: Multiple

DEPARTMENT: All Schools

DATE: 04/14/93

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**BASIC OBJECTIVES**

This is a professional position responsible for assessing and meeting needs of students and faculty for information and developing programs to stimulate students' interests in reading and use of a variety of multimedia resources.

**JOB TASKS/RESPONSIBILITIES**

1. Plans with teachers information skills instruction correlated with subject-area curricula and shares in delivery of that instruction.
2. Works with teachers to develop educational objectives, plan learning experiences, and identify media appropriate to the particular instructional design.
3. Evaluates, selects, and orders appropriate library media materials and equipment.
4. Works with other educators to plan and evaluate library media programs and services.
5. Organizes and delivers library media services in the school.
6. Administers the library media center budget.
7. Organizes the collection for easy and quick access and efficient circulation of materials and equipment.
8. Plans for and stimulates effective use of media facilities, materials, and equipment.
9. Maintains the collection including materials and equipment and inventories the collection annually.

Job Code (Multiple - Media Specialist )

10. Keeps accurate budgetary and inventories records.
11. Assists teachers and students in designing and producing learning materials and supervises the design and production of materials.
12. Trains students and teachers in the use of equipment necessary for effective utilization of materials.
13. Plans and implements inservice training for teachers in selection and use of new and emerging technologies.
14. Assists students and teachers in selection and use of appropriate learning resources.
15. Promotes reading, listening, viewing, and computing.
16. Coordinates district media services in the school.
17. Supervises the clerical staff of the media center.
18. Performs related work as required or as assigned by the supervising administrator or his/her designee.

**PHYSICAL REQUIREMENTS**

This is light work which requires the following physical activities: bending, crouching, reaching, sitting, standing, finger dexterity, grasping, talking, hearing and visual acuity. The work is performed primarily indoors.

**MINIMUM QUALIFICATION REQUIREMENTS**

As specified in the State Statutes.

[Return to Normal View](#)

## Florida Department of Education

[DOE](#)[Home](#)

### Educator Certification

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[Certificate Lookup and Statistics](#) • [Application Status and Address Update](#) •  
[Certification Materials](#)

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### Administrative Rule 6A-4.0251

#### Specialization Requirements for Certification in Educational Media Specialist (Grades PK-12)--Specialty Class.

- (1) Plan One. A bachelor's or higher degree with an undergraduate or graduate major in educational media or library science, or
- (2) Plan Two. A bachelor's or higher degree with thirty (30) semester hours in educational media or library science to include credit in the areas specified below:
- (a) Management of library media programs;
  - (b) Collection development. Courses in this area include: evaluation, selection, and maintenance of library media resources in print and nonprint formats;
  - (c) Library media resources. Courses in this area include: literature in both print and nonprint formats for both children and adolescents;
  - (d) Reference sources and services. Courses in this area include: print and electronic resources and techniques for providing information services;
  - (e) Organization of collections. Courses in this area include: classification and cataloging principles and techniques; and
  - (f) Design and production of educational media.

Specific Authority 1001.02, 1012.55, 1012.56 FS. Law Implemented 1001.02, 1012.54, 1012.55, 1012.56 FS. History--New 7-1-92, Amended 7-17-00.

[Contact Educator Certification](#)

ORGANIZATIONAL CHART

LIBRARY  
DIVISION OF EDUCATION & COMMUNITY  
SERVICES DEPARTMENT  
2013 - 2014

<u>FY 12-13</u>	<u>FY 13-14</u>
1 Library Administrator/Director 1	

<i>Administrative Support</i>		
<u>FY 12-13</u>		<u>FY13-14</u>
1	Library Services Supervisor	1
1	Clerk Typist I/II	1
2		2

<i>Technical Services</i>		
<u>FY 12-13</u>		<u>FY13-14</u>
1	Clerk	1
1	Librarian II	0
1	Librarian I	1
1	Librarian Aide	2
1	P/T Library Assistant	1
5		5

<i>Computer Support Services</i>		
<u>FY 12-13</u>		<u>FY13-14</u>
1	Librarian II	1
1	Librarian Aide	1
2	P/T Computer Assistant	2
1	P/T Library Assistant	1
5		5

<i>Reference</i>		
<u>FY 12-13</u>		<u>FY13-14</u>
2	Librarian Aide	2
2		2

<i>Outreach/Programming/Children's Services</i>		
<u>FY 12-13</u>		<u>FY13-14</u>
1	Librarian II	1
2	Librarian Aide	2
1	Librarian P/T	1
4		4

<i>Circulation &amp; Branches</i>		
<u>FY 12-13</u>		<u>FY13-14</u>
1	Librarian I	1
1	Librarian Aide	2
1	Clerk	0
1	P/T Computer Assistant	1
1	P/T Librarian	3
3	P/T Library Assistant	5
8		12

## **LIBRARIAN I**

### **DISTINGUISHING CHARACTERISTICS OF WORK**

This is entry level professional library work in a variety of phases of library operations.

Employees in this class are responsible for the application of professional library principles and practices to various assignments in library operations. Responsibilities include assisting the public in the use of automated databases, performing complex reference activities, analyzing collection development needs, and continuous familiarization with the library's collection. Supervision may be exercised over a staff of clerical, paraprofessional or technical employees. Supervision is received from a higher level librarian who assigns duties and reviews work for satisfactory performance of professional library responsibilities.

### **EXAMPLES OF DUTIES**

- Performs complex reference activities including researching and providing patrons with documented answer to reference questions; instructs patrons in the use of bibliographic materials and automated databases; assists patrons in the selection of library materials; performs specialized library programming; processes reserves.
- Analyzes collection development needs, oversees the selection of materials, prepares bibliographies, and provides reader's advisory and reference services for assigned areas of responsibility.
- Maintains an awareness of current library issues and trends by reading professional and related literature, and attending workshops, conferences and courses.
- Exercises responsibility for the proper maintenance of library materials and equipment in an assigned library area.
- Resolves patron problems concerning library or City policies.
- Plans, assigns and reviews the work of paraprofessional, clerical and technical employees, and volunteer workers engaged in a variety of library activities.
- Classifies, catalogs and orders library materials.
- Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.
- **Participates in planning library programming.**
- Performs related work as required.

### **DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES**

- Considerable knowledge of professional library principles, methods, materials, and practices.
- Knowledge of library reference materials and tools of research.
- Knowledge of library automated systems and applications.
- Knowledge of public relations principles and techniques.
- Ability to comprehend and apply technical library theory.
- Ability to perform effective library reference, reader's advisory duties, and other professional level library work.
- Ability to establish and maintain effective working relationships with library patrons, employees and supervisors.
- Ability to express ideas and information, clearly and concisely, verbally and in writing.
- Ability to supervise subordinates in a manner conducive to full performance and high morale.
- Ability to maintain fiscal and administrative records.
- Ability to prepare written reports.
- **Knowledge of library programming**
- **Knowledge of current library issues and trends.**

### **MINIMUM TRAINING AND EXPERIENCE**

Graduation from an ALA accredited graduate school with a Masters Degree in Library Science.

Range 48

Revised 12/07

Personnel Board Approved: \_\_\_\_\_

## **LIBRARIAN II**

### **NATURE OF WORK**

This is supervisory level professional library work in a variety of phases of library operations.

Employees in this class are responsible for the application of professional library principles and practices to various assignments in library operations. Responsibilities include assisting the Library Administrator with Library Division operations, administration of a system-wide library program or Main Library department, assisting the public, and collection development. Exercises direct supervision over lower level Librarians and assigned support staff.

### **ILLUSTRATIVE TASKS**

Formulates goals, plans, policies, and procedures of a major unit of the library administration or public service area.

Participates in budget planning, grant writing, and annual and long-range planning for the Library Division.

Supervises staff, and schedules and coordinates all work within a major unit of library administration or public service area.

Trains paraprofessional, clerical, and technical employees and volunteers.

Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.

Performs complex reference activities including researching and providing patrons with documented answers to reference questions; instructs patrons in the use of bibliographic and electronic resources; assists patrons in the selection of library materials; performs specialized library programming; processes reserves and interlibrary loan requests.

Analyzes collection development needs, oversees the selection and de-selection of materials, prepares bibliographies and web page content, and provides reader's advisory and reference services for assigned areas of responsibility.

Ensures an excellent level of service in the Library Division and resolves patron problems concerning library or City policies.

Responsible for library operations, including opening and closing procedures.

Maintains statistics and fiscal and administrative records.

Maintains an awareness of current library issues and trends by reading professional and related literature, and attending workshops, conferences and courses.

Performs related work as required

### **KNOWLEDGE, ABILITIES, AND SKILLS**

Thorough knowledge of professional library principles, methods, materials, and practices.

Ability to plan, organize, and direct all work within a major unit of library administration or public service area.

Ability to analyze Library use and trends as well as community interests and needs to plan and provide appropriate library services.

Ability to establish and maintain effective working, advisory, and consulting relationships with fellow employees and the public.

Excellent oral, written, and interpersonal communication skills; and commitment to service.

### **MINIMUM QUALIFICATIONS**

Graduation from an ALA accredited graduate school with a Master of Library Science degree; AND

Two years of paraprofessional or professional level work experience in a library setting.

Range 50  
Reviewed 11/28/01  
Retyped 3/6/02

*Job Descriptions are intended to present a descriptive summary of the range of duties and responsibilities associated with the specified position. Therefore, specifications may not include all duties performed by individuals within a classification.*

## **LIBRARY SERVICES SUPERVISOR**

### **DISTINGUISHING CHARACTERISTICS OF WORK**

Under the direction of the Library Director, performs advanced professional and supervisory work in planning, implementing and administering Library programs and activities. Responsibilities include staff development, programming, and community outreach. Responsible for assuring quality reference and information services to all age groups. Exercises direct supervision over lower level Librarians and support staff.

### **EXAMPLES OF DUTIES**

- Coordinates staff professional development, including mentoring and training librarians in providing high-quality reference and information services to the public.
- Sets public service goals and objectives.
- Provides leadership in all reference services planning and training.
- Supervises Librarian I's and II's responsible for Circulation, Adult and Children's Reference services.
- Plans and administers Library programs and projects on various topics or for special age groups. Tasks include: planning and executing programs, collaborating with Library staff, developing community contacts for program success, and evaluating programs to meet community needs.
- Plans and administers outreach activities to inform residents and community groups about Library resources and services.
- Responsible for Library Friends group development.
- Assists Library Director with media contacts and publicity about Library Division.
- Plans, assigns, and reviews the work of professional, paraprofessional, clerical and technical employees, and volunteer workers engaged in a variety of Library activities.
- Makes recommendations regarding hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates employee performance.
- Exercises leadership in Library Division planning and committees.
- Assists with Budgeting and Grant writing.
- Responsible for Library operations in Library Director's absence.
- Ensures an excellent level of customer service in the Library Division and resolves patron concerns regarding Library or City policies or procedures.
- Also assists the public at the Reference desk, analyzes collection development needs, and assists with the selection and de-selection of materials.
- Performs related work as required.

**KNOWLEDGE, ABILITIES AND SKILLS**

- Thorough knowledge of professional library principles, methods, materials, and practices.
- Ability to plan, organize, and direct all work within a major unit of library administration or public service area.
- Ability to analyze Library use and trends as well as community interests and needs to plan and provide appropriate library services.
- Ability to maintain fiscal and administrative records.
- Ability to perform outreach to community service agencies serving individuals of all ages, including informative speeches about Library resources and services, or creative, literature-based presentations.
- Ability to establish and maintain effective working, advisory, and consulting relationships with fellow employees and the public.
- Knowledge of Library reference materials, research tools, including knowledge of electronic information sources and the Internet. Basic knowledge of computer hardware, software and library technologies: automated systems and applications.
- Knowledge of literacy issues.
- Excellent oral, written, and interpersonal communication skills; and commitment to service.

**MINIMUM QUALIFICATIONS**

- Graduation from an ALA accredited graduate school with a Master of Library Science degree or equivalent degree, such as a Master of Information Studies; **and**
- Four (4) years of progressively responsible paraprofessional or professional level library experience; **and**
- Of which, Two (2) years are of progressively responsible supervisory experience in a library setting.



Human Resources Division  
115 South Andrews Avenue, Room 508  
Fort Lauderdale, Florida 33301

Class Code:N4043

## **REGIONAL LIBRARY MANAGER**

### **NATURE OF WORK**

This is highly responsible professional work at the administrative level of the library system directing and supervising a Regional Library, African-American Research Library and Cultural Center (AARLCC), or Main Library as well as several Branch Library Managers.

Duties are carried out independently within the framework of established policies and program plans. Supervision is exercised over professional and other library personnel. Work is subject to review and evaluation through periodic conference and the review of departmental and program activities reports.

### **DISTINGUISHING CHARACTERISTICS**

This classification is distinguished from Assistant Regional Library Manager by the additional experience required and related decision making and responsibility for several library branches as well as a major facility.

### **ILLUSTRATIVE TASKS**

Manage and supervise a Regional, AARLCC, or Main Library (greater than 30,000 square feet) and several Branch Library Managers.

Plans and directs and supervises the activities of professional staff.

Develops policy and insures compliance in the cluster branches.

Represents the library to the public and resolves customer issues and concerns.

Maintains related financial and other records.

Develops, provides and initiates community contacts in the interest of the library.

Selects, trains and supervises staff.

Develops Plan of Service for the regional library.

Makes recommendations for policy or procedural changes in Division operations.

Initiates and implements special projects, programs, and studies and addresses community groups and prepares various reports.

Acts as liaison to the Regional and Branch Friends of the Library in the cluster.

Compiles and analyzes library statistical reports and manager regional library budget.

Attends seminars and professionals to keep well informed regarding trends in library services.

Trains and directs professional and other branch personnel;

Meets with cluster library managers on a regular basis to share information and problem solve.

Cooperates with other governmental and private agencies in special surveys, studies and programs.

Performs related work as required.

### **KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of professional library principles, practices, and techniques.

Knowledge of the current literature, trends, and developments in the field of library science and administration appropriate to the areas of specialization.

Knowledge of general community needs and interests in relation to library services in the areas of specialization.

Knowledge of the principles of supervision, organization and administration.

Ability to plan, direct, and coordinate the work of subordinates.

Ability to express Ideas effectively, both orally and in writing.

Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of BrowardCounty's Ethics and Conflict of Interest policies.

Ability to establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability, political affiliation or sexual orientation.

Provides counsel and support to Library Managers in operating their units.

Conducts assigned library research, procedural and administrative studies; prepares reports relative to recommended solutions or courses of action; devises operating forms and procedures.

Performs related work as required.

**DESIRABLE EXPERIENCE AND TRAINING**

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; five(5)years of professional library experience, including four(4)years experience of a supervisory nature in the operation of a library system.

**GENERAL INFORMATION**

Bargaining Status: Unrepresented

FLSA Status: Exempt

Code of Ethics Certification: No

Class Spec. Estab ./Revised E05/07 R09/07



Human Resources Division  
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Class Code:N4042

## **ASSISTANT REGIONAL LIBRARY MANAGER**

### **NATURE OF WORK**

This is highly responsible professional work at the administrative level of the library system.

Work involves responsibility for the day-to-day administration of a major library facility and responsibility for branch cluster supervision, as needed; Duties are carried out under the supervision of the Regional Library Manager within the framework of established policies and program plans. Day-to-day supervision is exercised over professional and other library personnel. Work is subject to review and evaluation through periodic conference and the review of departmental and program activities reports.

### **DISTINGUISHING CHARACTERISTICS**

This classification is distinguished from Library Branch Manager by the additional experience required and related decision making and responsibility for day-to-day operation of a major library facility as well as supervision of several library branches, as needed.

### **ILLUSTRATIVE TASKS**

Operates regional library and provides management services to branch libraries as assigned.

Plans, supervises, and coordinates the activities of the reference, youth services, circulation sections, learning services and computer instruction within the branch and the cluster.

Represents the library to the public and resolves customer issues and concerns.

Supervises the branch ordering, and eventual discarding of materials; maintains related financial and other records.

Develops, provides and initiates community contacts in the interest of the library.

Selects, trains and supervises staff.

Coordinates the library's Volunteer and other special programs.

Assists in the compilation of library statistical reports.

Trains and directs professional and other branch personnel;

Performs related work as required.

### **KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of professional library principles, practices, and techniques.

Knowledge of the current literature, trends, and developments in the field of library science and administration appropriate to the areas of specialization.

Knowledge of general community needs and interests in relation to library services in the areas of specialization.

Knowledge of the principles of supervision, organization and administration.

Ability to plan, direct, and coordinate the work of subordinates.

Ability to express ideas effectively, both orally and in writing.

Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of BrowardCounty's Ethics and Conflict of Interest policies.

Ability to establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability, political affiliation or sexual orientation.

Provides counsel and support to Library Branch Managers in operating their units.

Conducts assigned library research, procedural and administrative studies; prepares reports relative to recommended solutions or courses of action; devises operating forms and procedures.

Performs related work as required.

**REQUIRED EXPERIENCE AND TRAINING**

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; four(4)years of professional library experience, including three(3) years experience of a supervisory nature in the operation of a library system.

**GENERAL INFORMATION**

Bargaining Status: Unrepresented  
FLSA Status: Exempt  
Code of Ethics Certification: No  
Class Spec. Estab./Revised E05/07 R9/07



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Class Code:P4023

## **LIBRARIAN III**

### NATURE OF WORK

This is professional administrative work in a library system.

Work involves responsibility for the administration of a major unit of the library system. Duties are carried out with considerable independence within the framework of established policies and program plans. Supervision is exercised over professional and other library personnel. Work is subject to review and evaluation through periodic conferences and the review of departmental and program activities reports.

### DISTINGUISHING CHARACTERISTICS

This class is distinguished from Librarian II by the additional experience required and by responsibility for exercising considerable independent judgment in decision making.

### ILLUSTRATIVE TASKS

Plans, supervises, and coordinates the activities of the central reference unit; develops the reference collection of books and other materials to meet the needs of the public; assists in formulating policies regarding reference department organization and services; directs inter-library loan activities; aids the staff with special or difficult reference problems and questions.

Supervises the ordering, cataloging, processing, and eventual discarding of materials; maintains related financial and other records.

Plans, organizes, and directs the extension services unit programs which include branch libraries, bookmobile service, and related services; coordinates the selection of materials for bookmobiles and the maintenance of balanced book collections in all branches; acts as liaison between a regional library and the branches.

Plans, organizes, and directs activities of a regional library; develops, provides and initiates regional contacts in the interest of the library; supervises staff operations, development and training.

Provides general assistance in planning and coordinating the development of library services and programs; may serve as personnel officer for the library; coordinates volunteer programs and other special programs with the regular library services; compiles and analyzes library statistical reports.

Trains and directs professional and other library system personnel; cooperates with other governmental and private agencies in special surveys, studies and programs.

Performs related work as required.

### KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of professional library principles, practices, and techniques.

Considerable knowledge of the current literature, trends, and developments in the field of library science and administration appropriate to the areas of specialization.

Considerable knowledge of general community needs and interests in relation to library services in the areas of specialization.

Knowledge of the principles of supervision, organization and administration.

Ability to plan, direct, and coordinate the work of subordinates.

Ability to express ideas effectively, both orally and in writing.

Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of Broward County's Ethics and Conflict of Interest policies.

Ability to establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds, regardless of race, color, religion, gender, national origin, age, marital status, political affiliation, familial status, disability, sexual orientation, pregnancy, or gender identity and expression.

### REQUIRED EXPERIENCE AND TRAINING

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 (3) years professional library experience, including one (1) year experience of a supervisory nature in the operation of a library system; or any equivalent combination of relevant experience.

**GENERAL INFORMATION**

Bargaining Unit: Government Supervisors Association - P

FLSA Status: Exempt

Code of Ethics Certification: No

Class Spec. Estab ./Revised: E10/75 R10/13



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Fort Lauderdale, Florida 33301

Class Code:P4022

## **LIBRARIAN II**

### **NATURE OF WORK**

This is professional and supervisory work in a library system.

Work involves responsibility for the administration and effective operation of a branch or unit of the library system. Employees train and supervise professional and sub-professional assistants performing such duties as: ordering, cataloging, classifying, and indexing of books, documents, and periodicals. Administrative and technical supervision is received from the head of a major library section, and is generally in the form of a review of plans and programs, and by periodic consultations and conferences.

### **DISTINGUISHING CHARACTERISTICS**

This class is distinguished from Librarian I by the additional experience required and by the supervisory responsibilities.

### **ILLUSTRATIVE TASKS**

Supervises and participates in technical and professional library activities in ordering, cataloging, classifying, and indexing books, documents, and periodicals; develops cataloging procedures and gives instructions in cataloging techniques.

Supervises routine of branch library procedures; initiates community contacts in the interests of the library; supervises staff development and training.

Provides reader advisory services; evaluates books and makes book selections for library patrons; confers with library patrons about complaints or other public relations matters; compiles lists of library resources in appropriate subject areas.

Supervises book expenditures and book ordering for a specified unit or branch; reviews periodical and book lists and recommends periodicals and books for purchase.

Supervises and participates in activities relative to children's, special, or technical services.

Instructs agency personnel and other authorized personnel in the use of library facilities such as card cataloging systems, subject bibliographies, and reference tools and techniques; gives talks on books before community groups.

Performs related work as required.

### **KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of professional library principles, methods, materials, and practices.

Knowledge of library reference materials and tools of research.

Knowledge of a variety of books and authors, and of reader interest levels.

Ability to analyze administrative library problems, and to make recommendations for their solution.

Ability to plan, organize, and direct the work of a small group of professional, sub-professional, and clerical subordinates.

Ability to interpret library policies and objectives to community groups, public officials, and the general public.

Ability to maintain fiscal and administrative records, and to prepare reports.

Ability to express ideas effectively, both orally and in writing.

Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of Broward County's Ethics and Conflict of Interest policies.

Ability to establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds, regardless of race, color, religion, age, gender, ethnicity, disability, sexual orientation, marital status or political affiliation.

REQUIRED EXPERIENCE AND TRAINING

A Master's Degree in Library Science from a college or university accredited by the American Library Association; two (2) years experience in professional library work.

GENERAL INFORMATION

Bargaining Unit: Government Supervisors Association - (Professional Unit)

FLSA Status: Exempt

Code of Ethics Certification: No

Work Locations: Libraries

Class Spec. Estab ./Revised: E/10/76 R5/00 R3/07



Human Resources Division  
115 South Andrews Avenue, Room 508  
Fort Lauderdale, Florida 33301

Class Code:P4021

## **LIBRARIAN I**

### **NATURE OF WORK**

This is professional library work involving responsibility for various professional and technical services in the public library system requiring knowledge of library principles, practices, and techniques. Work may involve responsibility for the administration and effective operation of a small branch of the library system. Assignments are carried out under the direction of a professional superior who reviews the work for conformance to established policies and standard professional practices. Technical supervision or direction is exercised over subordinate personnel.

### **ILLUSTRATIVE TASKS**

Maintains assigned subject area of special clientele collections; reviews and recommends selection of books and other materials for the collection; organizes and maintains specialized reference materials and information files; compiles bibliographies and assembles materials on special subjects; examines materials for replacement and discard.

May supervise routine of small branch library procedures; initiates community contacts in the interests of the library; supervises staff development and training.

Supervises subordinate personnel in any of the library units.

Provides bibliographic, advisory and reference sources; assembles related materials on special subjects.

Provides reference assistance to patrons, introduces patrons to reference books and tools and aids them in the use of the card catalog; answers specific reference questions for individuals in person, by telephone, and by mail; aids patrons in the selection of books and other materials on special subjects; advises individuals seeking information for surveys and special projects.

Classifies and catalogs books and other library materials; assigns subject headings and indicates the necessary cross-references; revises filing in catalogs and shelf-list; supervises the preparation of catalog cards, book records, and related materials; aids and makes recommendations in book selection.

Plans, develops, and conducts children's and adult services, organizes and schedules special exhibits and programs; maintains film, records, and other audiovisual materials, holdings; reviews and recommends selection of materials for these collections.

Performs related work as required.

### **KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of professional library principles, practices, and techniques.

Knowledge of the current literature, trends, and developments in the field of library science appropriate to the areas of assignment.

Ability to express ideas effectively, both orally and in writing.

Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of BrowardCounty's Ethics and Conflict of Interest policies.

Ability to establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and lingulstic backgrounds, regardless of race, color, religion, age, gender, ethnicity, disability, sexual orientation, marital status or political affiliation.

**REQUIRED EXPERIENCE AND TRAINING**

A Master's Degree in Library Science from a college or university accredited by the American Library Association; six (6) months experience in professional library work.

**GENERAL INFORMATION**

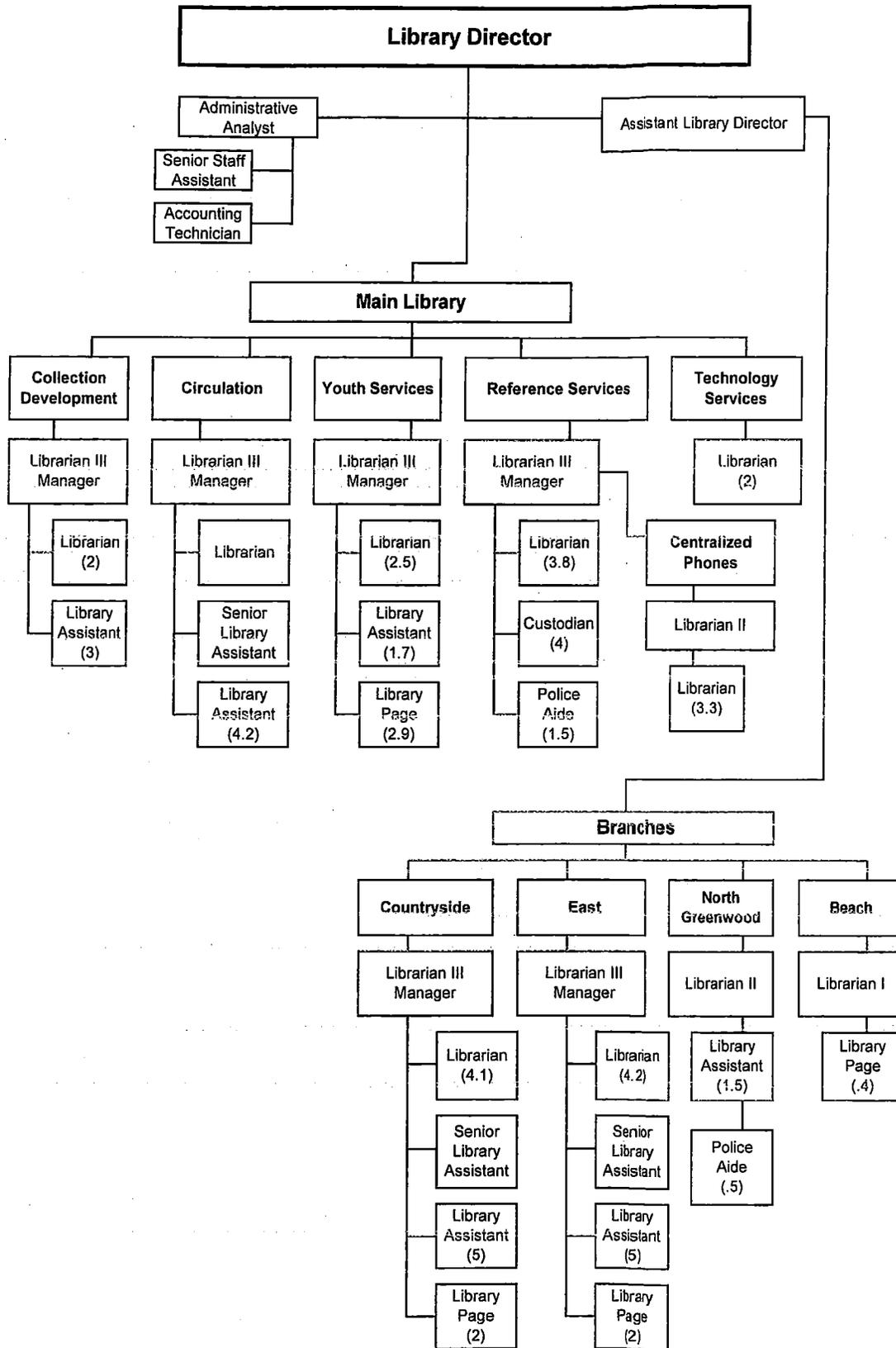
Bargaining Unit: Government Supervisors Association - (Professional Unit)

FLSA Status: Exempt

Code of Ethics Certification: No

Work Locations: Libraries

Class Spec. Estab ./Revised: E10/76 R5/00 R3/07



Library - 73.6 FTE's

Class Title: LIBRARIAN I

CLASS DEFINITION, IN TERMS OF:

1. Duties that are Characteristic as to Type and Level:

Entry-level professional and technical library work of ordinary difficulty and responsibility.

An employee within this classification assists in the adaptation and employment of modern library principles and practices in one or more of the major library service areas. Duties may include supervision of para-professional or clerical staff, planning programs, maintaining computer operations, operating interlibrary loan functions, assisting at a public service desk, or ordering library materials. Assignments offer opportunities for independent judgment, under the supervision of higher level professional or administrative personnel.

2. Typical Tasks or Assignments:

Performs the basic duties of the professional library staff, including reference, reading guidance services, and computer assistance, program planning and implementation, bibliographic verification, database searching and retrieval, acquisition of library materials and equipment. Compiles statistical reports and assists in the maintenance of collections, files, and records. Helps plan, execute, and coordinate general and specialized library services at the branch or section level.

Performs related tasks as assigned.

3. Minimum Qualification Requirements:

a. As to knowledge, skills, abilities, and other attributes:

Knowledge of general library principles, procedures, and techniques.

Ability to direct and supervise the work of library paraprofessionals.

Ability to use tact, courtesy, patience, and judgment in working with library patrons of various ages, interests, and capabilities.

Ability to enter and retrieve information on computers and library databases with a reasonable degree of speed and accuracy.

Ability to establish and maintain effective working relations with library staff, other city employees, sales representatives, and other library professionals.

Ability to analyze and compile data and prepare reports and complex records using a variety of source materials.

Ability to accurately accomplish assignments with a minimum of supervision and within the established time frame.

b. As to schooling, training, and experience:

Graduation from an American Library Association accredited library school with a Master's Degree in Library Science or a Bachelor's Degree in any field and two (2) years of professional level experience in public school or college library work. Any equivalent combination of education, training, and experience.

## Job Requirement Profile

Department: Library

Job Title: Librarian I

**Essential Function(s):**

Hours per day: 7.5  
Outdoor: 0 %

Days per week: 5

Indoor: 100 %

Physical Requirements:  Sedentary       Light       Medium       Heavy

Physical Requirement	Rarely (1-10%)	Occasionally (11-30%)	Frequently (31-60%)	Regularly (61-100%)
Bending, stooping, kneeling	X			
Climbing, reaching	X			
Sitting				X
Standing, walking		X		
Seeing				X
Hearing				X
Talking				X
Grasping	X			
Lifting, pushing, pulling (specify the # of pounds required for each frequency)	35+	20-34	5-20	1-5
Repetitive Hand and Arm Manipulations			X	
Driving (specify car, truck or heavy equipment)	X			
Use of a respirator	X			
Working in adverse weather conditions (heat, cold, rain)	X			
Working with hazardous materials	X			

Does Position Require a Commercial Driver's License?       Yes     No      Type: \_\_\_\_\_

**Please list the equipment, machines, tools, and other work aids utilized by this position:**

Computers, copy machines, telephones

**Additional Comments:**

*The statements noted above are intended to describe the general nature and level of work being performed and are not to be construed as a comprehensive list of responsibilities, duties and skills required. These statements are subject to change at the discretion of the employer.*

Class Title: LIBRARIAN II

CLASS DEFINITION, IN TERMS OF:

1. Duties that are Characteristic as to Type and Level:

Professional library work of above-average difficulty and responsibility. An employee within this classification is responsible for the adaptation and implementation of modern library principles and practices in one of the major library service areas. Independent judgment is required in planning and developing programs and services within the framework of general library policies and under supervision of higher level professional or administrative personnel.

2. Typical Tasks or Assignments:

Performs professional level library work in acquisitions/ordering, adult services/reference, children/young adult services, extension services, and technical processing/cataloging. Oversees specialized library services such as management of government documents, system-wide programming, web design, collection development, serials, databases, or acquisitions. Duties include explaining the use of library facilities to patrons, giving computer training, reading guidance and reference service, and supervising the registration of borrowers and circulation of library materials. May function as a supervisor of a small branch library and act as Manager in charge during Department Head absence. Performs related tasks as assigned.

3. Minimum Qualification Requirements:

a. As to knowledge, skills, abilities, and other attributes:

Considerable knowledge of modern library principles, practices, and procedures.

Considerable knowledge of professional librarianship, with particular expertise in one or more areas within the discipline.

Ability to plan, organize, and direct library services, programs, and activities.

Ability to direct and supervise the work of library professionals, para-professionals and pages.

Ability to use tact, courtesy, patience, and judgment in working with library patrons of various ages, interests, and capabilities.

Ability to enter and retrieve information on computers and library databases with a reasonable degree of speed and accuracy.

Ability to establish and maintain effective working relations with library staff, other city employees, sales representatives, and other library professionals.

Ability to analyze and compile data and prepare reports and complex records using a variety of source materials.

Ability to accurately accomplish assignments with a minimum of supervision and within the established time frame.

b. As to schooling, training, and experience:

Graduation from an American Library Association accredited library school with a Master's Degree in Library Science and two years of full-time professional-level experience in public school or college library work. Any equivalent combination of education, training, and experience.

## Job Requirement Profile

Department: Library

Job Title: Librarian II

**Essential Function(s):**

Hours per day: 7.5

Days per week: 5

Indoor: 100 %

Outdoor: 0 %

Physical Requirements:  Sedentary       Light       Medium       Heavy

Essential Function	Frequency	Intensity		
		Occasionally (12-34)	Frequently (5-20)	Constantly (1-5)
Bending, stooping, kneeling	X			
Climbing, reaching	X			
Sitting				X
Standing, walking		X		
Seeing				X
Hearing				X
Talking				X
Grasping	X			
Lifting, pushing, pulling (specify the # of pounds required for each frequency)	35+	20-34	5-20	1-5
Repetitive Hand and Arm Manipulations			X	
Driving (specify car, truck or heavy equipment)	X			
Use of a respirator	X			
Working in adverse weather conditions (heat, cold, rain)	X			
Working with hazardous materials	X			

Does Position Require a Commercial Driver's License?     Yes     No    Type: \_\_\_\_\_

**Please list the equipment, machines, tools, and other work aids utilized by this position:**

Computers, copy machines, telephones

**Additional Comments:**

*The statements noted above are intended to describe the general nature and level of work being performed and are not to be construed as a comprehensive list of responsibilities, duties and skills required. These statements are subject to change at the discretion of the employer.*

Class Title: LIBRARIAN III

CLASS DEFINITION, IN TERMS OF:

1. Duties that are Characteristic as to Type and Level:

Supervisory, professional, and technical library work of considerably more than ordinary difficulty and responsibility as supervisor of a major service area or large branch.

An employee within this classification, through supervisory and technical library skills, is responsible for the adaptation and employment of modern library principles and practices in one or more of the major library service areas. Work is performed with some latitude in the exercise of creativity and independent judgment in planning work details and developing effective service programs within the framework of general library policies. Employee is responsible for training and continuous advancement of the knowledge and skills of subordinates. Work is reviewed by Library Director or Assistant Director through observation of results achieved, conferences, and reports.

2. Typical Tasks or Assignments:

Supervises, trains, and evaluates employees engaged in a variety of services within the library system. Assigns and coordinates the work of professional and/or para-professional staff members rendering reference, computer, and reading guidance services; children's, young adults', senior citizens', and other special services; circulation or cataloging routine; technical processes; and specialized functions. Works with community and governmental groups, individuals, Friends of the Library, and schools to extend and improve library services. Responsible for development of an active ongoing schedule of special programming at the community library and coordinating with system branch programming. Participates actively in providing service to the public. Prepares reports and maintains records of performance, services, and activities. May act as spokesperson for library system. Performs related tasks as assigned.

3. Minimum Qualification Requirements:

a. As to knowledge, abilities, skills and other attributes:

Thorough knowledge of professional librarianship with particular expertise in one or more areas within the discipline.

Considerable knowledge of modern public library principles, practices, and procedures.

Considerable knowledge of effective supervisory practices and procedures.

Considerable ability to plan, organize, and direct library services, programs, and activities.

Considerable ability to establish and maintain effective working relationships with other City employees, departmental officials, and the general public.

Ability to lead, supervise and direct subordinate personnel in a manner conducive to full performance and high morale.

Ability to communicate effectively, orally and in writing.

b. As to schooling, training, and experience:

Graduation from an American Library Association accredited library school with a Master's Degree in Library Science or a related field and four years of experience in full-time professional-level public school or college library work, two of which must be in a supervisory role, **OR** a Ph.D. in Library Science and two years of experience in full-time professional-level public school or college library work. Any equivalent combination of education, training, and experience.

## Job Requirement Profile

Department: Library

Job Title: Librarian III

Essential Function(s):

Hours per day: 7.5

Days per week: 5

Indoor: 100 %

Outdoor: 0 %

Physical Requirements:  Sedentary       Light       Medium       Heavy

Physical Requirement	Frequency	Duration	Intensity	Environment
Bending, stooping, kneeling	X			
Climbing, reaching	X			
Sitting				X
Standing, walking		X		
Seeing				X
Hearing				X
Talking				X
Grasping	X			
Lifting, pushing, pulling (specify the # of pounds required for each frequency)	35+	20-34	5-20	1-5
Repetitive Hand and Arm Manipulations			X	
Driving (specify car, truck or heavy equipment)	X			
Use of a respirator	X			
Working in adverse weather conditions (heat, cold, rain)	X			
Working with hazardous materials	X			

Does Position Require a Commercial Driver's License?       Yes       No      Type: \_\_\_\_\_

Please list the equipment, machines, tools, and other work aids utilized by this position:

Computers, copy machines, telephones

Additional Comments:

*The statements noted above are intended to describe the general nature and level of work being performed and are not to be construed as a comprehensive list of responsibilities, duties and skills required. These statements are subject to change at the discretion of the employer.*

# Library Services

Director  
Library Services  
Stines  
349

Manager  
Circulation Services  
Challener  
23

Chief Librarian  
John F. Germany  
Ross  
32

Prn. Lib. YS  
Youth Services  
Tortl  
1W 10

Prn. Lib.  
Adult Prog  
Jurewicz  
13

Prn. Lib. YS  
Reference & Info  
Station  
8

Manager  
Admin. and Reference  
Services  
Zebos  
133

Chief Lib.  
Digital/South  
Sells  
46

Pr. Lib. YS  
South Shore  
Robinson  
17

Sr. Lib. YS  
Ruskin Branch  
W. Harris  
6

Pr. Lib.  
Digital Services  
Wolfe  
12

Sr Librarian YS  
MTS  
C Granda  
10

Librarian  
Adult Literacy  
Vacant  
(3)

Prn Lib.  
Admin. Services  
Wagner  
6

Chief Lib  
Urban Libraries  
Levy  
29

Senior Lib.  
78th Street  
Combs  
5

Lib.  
Saunders  
Jones  
4

Sr. Lib.  
Seminole Heights  
C. Hurst  
8

Sr. Lib. YS  
CBA  
Russell  
6

Sr. Lib. YS  
West Tampa  
Michaud  
5

Chief Lib.  
East / South Tampa  
Rials  
51

Prn. Lib.  
Jan Platt Library  
Iglesias  
22

Sr. Lib.  
Charles Fendig  
Mahoney  
6

Prn. Lib. YS  
Bloomingdale  
E. Hurst  
16

Sr. Lib.  
Riverview  
Wos  
6

Manager  
Operations  
Wulschlegler  
75

Chief Lib  
Northeast  
Peters  
44

Prn. Lib.  
New Tampa  
Jenkins  
16

Pr. Lib. YS  
Brandon  
Ricketts  
16

Sr. Lib. YS  
Settler-Mango  
Nichols  
7

Lib. YS  
Thonotosassa  
Typus  
4

Manager  
Programming  
Gilson  
85

Chief Lib.  
Northwest  
Oliver  
48

Prn. Lib.  
Jimmie B. Keel  
Russo  
21

Sr. Lib. YS  
Lutz Branch  
M. Delaney  
5

Pr. Lib.  
North Tampa  
Gibson  
14

Sr. Lib. YS  
Partnerships  
(EGU/SUL)  
Baruch  
7

Chief Lib  
West  
George  
36

Prn. Lib.  
Town & County  
Watts-Cassinger  
16

Prn. Lib.  
Upper Tampa Bay  
Spearel  
14

Sr. Lib. YS  
Austin Davis  
Hladky  
5

Chief Lib.  
CLS / FHG  
Brendenbaugh  
30

Sr. Lib.  
Genealogy  
J. Granda  
7

Sr. Lib. YS  
HCI  
Falvey  
4

Prn. Lib. YS  
Collection Services  
Walton  
5

Sr. Lib.  
Tech. Svcs. Center  
Rehbaum  
10

Librarian  
Port Tampa Library  
Phillips  
3

**Hillsborough County Civil Service Board****LIBRARIAN (#A3821 ) AM**[Close](#)[Print](#)

\$17.23-\$27.35 Hourly / \$2,986.00-\$4,740.00 Monthly / \$35,838.00-\$56,888.00 Yearly

[Email Me when a Job Opens for the above position\(s\)](#)**MAJOR FUNCTION**

Performs entry level professional library duties.

**DISTINGUISHING FEATURES**

Employees in this class perform duties of average difficulty requiring reasonable initiative and independent judgment under general supervision.

**MAJOR DUTIES**

Note: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on assigned area of responsibility, incumbents in the position may perform some or all of the activities described below.

- Performs reference and reader's advisory services.
- Instructs and assists customers in accessing library information.
- Participates in community relations activities, programming and community outreach.
- Supervises the work of subordinate staff.
- Performs collection development and management activities.
- Participates in the acquisition and cataloging of library materials.
- Assumes agency in-charge responsibilities, as required.
- Performs other related duties as required.

**KNOWLEDGE, SKILLS, & ABILITIES**

- Considerable knowledge of the principles, methods, techniques and procedures of professional library work.
- Considerable knowledge of library automated systems and personal computers.
- Considerable knowledge of books, periodicals, and other source materials.
- Considerable knowledge of reference sources.
- Working knowledge of Dewey Decimal classification system.
- Ability to work and communicate effectively with others.
- Ability to make effective decisions.
- Ability to instruct patrons in the use of library materials in all formats.
- Ability to plan, organize and supervise the work of others.
- Ability to give and follow written and oral instructions.

- Ability to collect, organize and evaluate data.
- Ability to locate specific information in an online database.
- Ability to learn and use various classification and filing schemes.
- Ability to accurately sort, file, and/or retrieve material using alphabetical, numerical and chronological systems.
- Ability to lift, push, or handle library materials weighing up to 20 pounds.
- Ability to stand, bend and kneel.
- Ability to stand, sit and walk for extended periods of time.

**MINIMUM QUALIFICATIONS**

Graduation from an American Library Association accredited college or university with a Master's Degree in Library Science.

**APPOINTING AUTHORITY MAY REQUIRE**

Possession of a valid Driver License.

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**CLASS: A3821****EST: 10/11/1996****REV: 4/30/2010****EEOC:****JGP:****MEDICAL:****VET PTS:**

**Hillsborough County Civil Service Board****SENIOR LIBRARIAN (#A3822) A0**[Close](#)[Print](#)

\$19.60-\$31.11 Hourly / \$3,397.00-\$5,392.00 Monthly / \$40,768.00-\$64,708.00 Yearly

[Email Me when a Job Opens for the above position\(s\)](#)**MAJOR FUNCTION**

Performs professional library duties.

**DISTINGUISHING FEATURES**

Employees in this class perform professional duties of considerable difficulty requiring considerable initiative and independent judgment under general supervision.

**MAJOR DUTIES**

Note: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on assigned area of responsibility, incumbents in the position may perform some or all of the activities described below.

- Manages or assists in the management of the operations of a library agency or a library function.
- Provides reference and reader's advisory services.
- Instructs and assists customers in accessing library information.
- Participates in community relations activities, programming, and community outreach.
- Performs collection development and collection management activities.
- Participates in the acquisition and cataloging of library materials.
- Designs, compiles and distributes information in automated formats.
- Participates in the planning and of systemwide programs and services, as required.
- Supervises the work of subordinate staff by scheduling, assigning and reviewing work, providing training and counseling, and evaluating performance.
- Performs other related duties as required.

**KNOWLEDGE, SKILLS, & ABILITIES**

- Considerable knowledge of the principles, methods, techniques and procedures of professional library work.
- Considerable knowledge of books, periodicals, and other source materials in one or more subject areas.
- Considerable knowledge of the reference materials.
- Skill in the use of automated on line catalog systems.
- Ability to work and communicate effectively with others.

- Ability to assist patrons in use of library materials in all formats.
- Ability to use library classification, catalog, filing and record keeping systems.
- Ability to plan, organize and supervise the work of others.
- Ability to communicate effectively both orally and in writing.
- Ability to lift, push, or handle library materials weighing up to 20 pounds.
- Ability to stand, bend and kneel.
- Ability to stand, sit and walk for extended periods of time.

**MINIMUM QUALIFICATIONS**

Graduation from an American Library Association accredited college or university with a Master's Degree in Library Science (MLS); and One year of post-MLS experience as a Librarian; and Possession of a valid Driver License.

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**CLASS: A3822****EST: 10/11/1996****REV: 4/30/2010****EEOC:****JGP:****MEDICAL:****VET PTS:**



## Hillsborough County Civil Service Board

### PRINCIPAL LIBRARIAN (#A3823) AQ

[Close](#)
[Print](#)

\$22.23-\$35.30 Hourly / \$3,853.00-\$6,118.00 Monthly / \$46,238.00-\$73,424.00 Yearly



[Email Me when a Job Opens for the above position\(s\)](#)

#### MAJOR FUNCTION

Performs professional and supervisory library duties.

#### DISTINGUISHING FEATURES

Employees in this class perform professional duties of considerable difficulty requiring considerable initiative and independent judgement under general supervision.

#### MAJOR DUTIES

Note: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on assigned area of responsibility, incumbents in the position may perform some or all of the activities described below.

- Manages the operations of a library agency or function.
- Supervises the work of subordinate staff by scheduling, assigning and reviewing work, providing training and counseling, and evaluating performance.
- Plans, develops, implements, and reviews overall agency operations.
- Provides reference and reader's advisory services.
- Plans, implements, and participates in agency collection development and collection management, and the acquisition and cataloging of library materials.
- Plans, develops and implements community relations activities, programming, and community outreach.
- Acts as custodian of all agency monies and inventory.
- Performs other related duties as required.

#### KNOWLEDGE, SKILLS, & ABILITIES

- Extensive knowledge of the principles, methods, techniques and procedures of professional library work.
- Extensive knowledge of books, periodicals, and other source materials in one or more subjects.
- Considerable knowledge of reference materials.
- Skill in the use of automated online catalog systems.
- Ability to work and communicate effectively with others.
- Ability to explain and assist patrons in the use of library materials.
- Ability to use library classification, catalogue, filing and record keeping systems.

- Ability to plan, organize and supervise the work of others.
- Ability to lift, push, or handle library materials weighing up to 20 pounds.
- Ability to stand, bend and kneel.
- Ability to stand, sit and walk for extended periods of time.

**MINIMUM QUALIFICATIONS**

Graduation from an American Library Association accredited college or university with a Master's Degree in Library Science (MLS); and  
Three years of experience as a librarian after receiving MLS; one year of which must have been as Senior Librarian, or equivalent; and  
Possession of a valid Driver License.

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**CLASS: A3823****EST: 10/11/1996****REV: 4/30/2010****EEOC:****JGP:****MEDICAL:****VET PTS:**

**Hillsborough County Civil Service Board****CHIEF LIBRARIAN (#A3824 ) AS**[Close](#)[Print](#)

\$25.69-\$40.78 Hourly / \$4,452.00-\$7,068.00 Monthly / \$53,435.00-\$84,822.00 Yearly



[Email Me when a Job Opens for the above position\(s\)](#)

**MAJOR FUNCTION**

Performs professional and managerial library duties.

**DISTINGUISHING FEATURES**

Employees in this class perform duties of considerable difficulty requiring considerable initiative and independent judgment under general direction.

**MAJOR DUTIES**

Note: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on assigned area of responsibility, incumbents in the position may perform some or all of the activities described below.

- Administers overall operations of several agencies, sites, or functions.
- Coordinates, plans, develops, implements and evaluates systemwide programs such as youth services, community and access services, reference and reader's advisory services, and library system operations.
- Participates in strategic planning, organizational development, regulatory compliance, library budget, new facilities and services, and the formulation of policy and procedures.
- Supervises the work of subordinate staff by scheduling, assigning and reviewing work, providing training and counseling, and evaluating performance.
- Represents the library at professional, community and civic groups, governmental and regulatory entities, and responds to customer and staff concerns.
- Pursues innovative and technological advances in the delivery of public library services or more efficient library system operations.
- Administers special projects as assigned.
- Performs other related duties as required.

**KNOWLEDGE, SKILLS, & ABILITIES**

- Extensive knowledge of library management methods and techniques.
- Extensive knowledge of professional library principles, methods, techniques and procedures.
- Extensive knowledge of reference sources in all formats, programming techniques, outreach services, customer service and budget preparation and administration.

- Ability to plan, organize and supervise the work of others.
- Ability to communicate effectively both orally and in writing.
- Ability to work effectively with others.

**MINIMUM QUALIFICATIONS**

Graduation from an American Library Association accredited college or university with a Master's Degree in Library Science (MLS); and  
Five years of post-MLS experience, two years of which must have been as Principal Librarian, or equivalent; and  
Possession of a valid Driver License.

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**CLASS: A3824****EST: 10/11/1996****REV: 8/26/2003****EEOC:****JGP:****MEDICAL:****VET PTS:**

**Hillsborough County Civil Service Board****MANAGER (#A1362) AO**

\$19.60-\$31.11 Hourly / \$3,397.00-\$5,392.00 Monthly / \$40,768.00-\$64,708.00 Yearly

**MANAGER (#Z1362) ZO**

\$21.30-\$33.81 Hourly / \$3,692.00-\$5,860.00 Monthly / \$44,304.00-\$70,324.00 Yearly

[Email Me when a Job Opens for the above position\(s\)](#)[Close](#)  
[Print](#)**MAJOR FUNCTION**

Performs day-to-day operational management duties for a small functional unit which provides routine programs and services in any of a large variety of departments and agencies, with responsibility for planning, coordinating, supervising and controlling assigned resources to achieve unit/section objectives. Position is an entry level manager and managers in this class typically manage clerical, maintenance and technical employees.

**MAJOR DUTIES**

Note: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on the particular agency/division/department to which they are assigned, individual employees may perform all or any of the duties described below.

- Manages the day-to-day operations of the unit/section, coordinates and administers assigned programs and resources.
- Sets direction and priorities and allocates staff and resources to projects and unit initiatives.
- Provides supervision, guidance, training and motivation to assigned staff; assigns, monitors and reviews work; evaluates performance and initiates corrective action as needed, including termination.
- Performs a variety of administrative duties in support of the unit's activities.
- Implements goals, policies, procedures and guidelines to ensure operational efficiency and effective administration of unit.
- Monitors work flow, data accuracy, and overall quality of work; assures processes and procedures are accomplished according to established guidelines.
- Assesses staffing needs and identifies shortfalls; interviews, recruits and hires new staff.
- Participates in budget development by providing detailed justification and persuasive arguments for proposals or unit initiatives, but has no direct budget approval responsibility.
- Coordinates with other branches/sections within own organization and external agencies/departments to ensure efficient flow of communications and services.

- Provides consultation to customers on matters relating to functional area.
- Prepares a variety of documents for the purpose of documenting activities and administering assigned programs and resources.
- Performs other related duties as required.

### **KNOWLEDGE, SKILLS, & ABILITIES**

- Considerable knowledge of the functions, services, procedures and regulations of the assigned unit.
- Skill in the application of supervisory techniques.
- Ability to support, promote, and ensure alignment with the department's/agency's goals and vision.
- Ability to effectively recruit, select, develop and retain competent staff.
- Ability to establish and maintain effective working relationships with others within and outside own organization.
- Ability to use initiative and exercise sound judgment.
- Ability to communicate effectively, orally and in writing.
- Ability to effectively manage and guide group efforts.
- Ability to create solutions to problems using new methods and processes.

### **MINIMUM QUALIFICATIONS**

Graduation from an accredited four year degree granting college or university; and  
Two years of experience directly related to the position duties.

OR

A Master's Degree from an accredited college or university; and  
One year of experience directly related to the position duties.

OR

An Associate's Degree from an accredited college or university; and  
Four years of experience directly related to the position duties.

OR

Graduation from high school or possession of a GED Certificate; and  
Five years of experience directly related to the position duties.

### **APPOINTING AUTHORITY MAY REQUIRE**

Possession of a valid Driver License.

Depending on area of assignment, incumbents may be required to possess various licenses or certifications at time of hire or within the probationary period, or obtain them within a specified period of time after hire or appointment to the classification.

**CLASS: A1362 EST: 9/26/1990**  
**EEOC: JGP:**

**REV: 8/14/2013**  
**MEDICAL:**

**VET PTS:**

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**CLASS: Z1362 EST: 8/19/2013 2:39:00 PM**  
**EEOC: JGP:**

**REV: 8/19/2013 2:39:00 PM**  
**MEDICAL:**

**VET PTS:**



## LIBRARIAN

Class Code:  
N0012

Bargaining Unit: Civil Service CWA

CITY OF JACKSONVILLE  
Established Date: Jan 18, 1973  
Revision Date: Mar 30, 2012

### SALARY RANGE

\$2,911.84 - \$5,483.16 Monthly

#### **JOB DESCRIPTION:**

This is professional library work in research and reference services, collection development and maintenance, developing and conducting programs, conducting reader's advisory, cataloging, and/or overseeing clerical staff and/or volunteers. Work requires an understanding and application of Library Science and management theories, principles, and practices gained through an American Library Association accredited program. May schedule, assign, monitor, and review the work of professional, paraprofessional, and clerical workers. Work involves frequent contact with library customers, co-workers, volunteers, and others requiring skills in understanding people, sensitivity to varying points of view, and persuasiveness necessary to influence behavior, change an opinion, or turn a situation around. Although the work is standardized in that tasks are covered by diversified procedures, because of changing priorities or different situations, employees have the latitude to consider which of the many procedures or standards should be followed and in what sequence. This requires the use of judgment in searching for solutions or new applications. Operates standard office and library equipment such as computers, copiers, and fax machines. Work is performed in an office environment and due to the nature of library operations, the employee may be required to work evenings and on weekends. The physical demands consist mainly of moving from one work location to another, sitting or standing at a work station for extended periods of time, walking, bending, stooping, pushing, pulling, reaching and squatting, using standard office equipment on an ongoing basis, and, may be required to lift objects weighing up to 25 pounds and pushing loaded book trucks weighing up to 50 pounds. The work is performed under limited supervision where the work assignments are subject to established procedures, practices, techniques, and/or policies, and the employee plans and organizes the work, determines their own priorities, and the work is reviewed, usually after the fact, in terms of quality, volume, timeliness, and adherence to established procedures and policies.

#### **EXAMPLES OF WORK:**

- Performs professional library activities such as research and reference services, collection development and maintenance, developing and conducting programs, conducting reader's advisory, cataloging, and/or overseeing clerical staff and/or volunteers.
- Answers reference inquiries by providing information which may include searching on-line databases and print resources as required and directing the customer to the source of the information.
- Plans, designs, prepares and presents programs for all age groups.
- Compiles data, prepares reports, and makes oral presentations.
- Promotes Library services and activities through outreach, including creating partnerships in the community.
- May schedule, assign, monitor, and review the work of others.
- Participates in the interview process for the selection of new staff.
- Trains and instructs new employees regarding library policies, practices and procedures.
- Operates standard office and library equipment such as computers, copiers, and fax machines.
- Works in support of Library initiatives.
- Demonstrates proficiency in the City of Jacksonville Core Competencies.
- Performs related work as required.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of Library Science theories, principles, and practices including classification systems. Knowledge of library procedures, techniques, and policies.
- Knowledge of library resource materials and reference sources.
- Knowledge of research methods.
- Skill in interviewing and data gathering techniques.
- Skill in using computer data bases to include computerized catalog and circulation systems. Ability to understand and apply Library Science theories, principles, and practices including classification systems.
- Ability to provide customer service in a library setting.

- Ability to schedule, assign, monitor and review the work of professional, paraprofessional, and clerical workers.
- Ability to communicate effectively orally and in writing. Ability to develop and make presentations to adults and/or children.
- Ability to develop, organize and conduct training sessions and workshops.
- Ability to establish effective working relationships.
- Ability to compile and interpret statistical data.
- Ability to operate standard office and library equipment such as personal computers, copiers, and fax machines.

**OPEN REQUIREMENTS/SUPPLEMENTAL INFORMATION:**

A Masters Degree in Library Science from an American Library Association accredited program.

**PROMOTIONAL REQUIREMENTS:**

All permanent employees of the unit who have served for three years as Library Clerical Services Supervisor or Library Associate and who meet the open requirements may apply.

**NOTE:**

- The probationary period for this class is one year.
- FL Class E Driver's License depending on assignment, may be required & must be maintained.
- City of Jacksonville Public Driver Certification must qualify for prior to appointment, obtain and maintain during employment.
- In accordance with the City of Jacksonville Ordinance 116.910, effective July 1, 2012, any person who is hired or appointed by the City of Jacksonville and does not reside within Duval County at the time of hire, will have 6 (six) months to establish permanent residency within the boundaries of Duval County. Failure to establish permanent residency within 6 months shall constitute resignation from employment.
- Effective July 1, 2012, any person who is hired or appointed by the City of Jacksonville and does reside within Duval County at the time of hire, but subsequently moves his/her permanent residence outside the boundaries of Duval County, shall constitute resignation from employment.



## LIBRARIAN SENIOR

Class Code:  
N0022

Bargaining Unit: Civil Service JSA - Professional Supervisors

CITY OF JACKSONVILLE  
Established Date: Jan 18, 1973  
Revision Date: Mar 30, 2012

### SALARY RANGE

\$3,110.83 - \$6,246.73 Monthly

### JOB DESCRIPTION:

This is advanced professional librarian work at the working supervisor level in planning, organizing, and coordinating the work of an assigned unit, serving as an assistant to a Library Supervisor or performing extensive specialized library work. Work requires an understanding and application of Library Science and management theories, principles, and practices gained through an American Library Association accredited program and professional library work experience. Supervises assigned staff by scheduling, assigning, monitoring, reviewing and evaluating their work. Work involves frequent contact with library customers, volunteers, and others requiring skills in understanding people, sensitivity to varying points of view, and persuasiveness necessary to influence behavior, change of opinion, or turn a situation around. Work is covered by clearly defined library policies and Library Science principles and the employee is required to exercise judgment in determining how to accomplish program objectives. Work requires the use of judgment in searching for solutions or new applications. Work is performed in an office environment and due to the nature of library operations, the employee may be required to work evenings and on weekends. Operates standard office and library equipment such as computers, copiers, and fax machines. Physical demands consist of sitting or standing at a work station for extended periods of time, using standard office equipment on an ongoing basis, and occasionally lifting and moving light objects. Work is performed under limited supervision where the work is subject to established operating plans, objectives, policies, and procedures, and the employee is given the freedom to determine how and when expected results are achieved. Work is reviewed in terms of feasibility, compatibility with other work projects, and effectiveness in meeting requirements or expected results.

### EXAMPLES OF WORK:

- Plans, organizes, and coordinates the day-to-day operation of assigned unit.
- Plans, schedules, and oversees the utilization and maintenance of assigned work space and/or library buildings and grounds.
- Develops, recommends, and implements library policies and procedures.
- Schedules, assigns, monitors, reviews and evaluates the work of assigned staff.
- Promotes Library services and activities through outreach, including creating partnerships in the community.
- Keeps abreast of changing technology as it relates to library activities.
- Monitors and reviews budget appropriations and expenditures for assigned work activity.
- Participates in the interview process for the selection of new staff.
- Trains and instructs employees and volunteers regarding library policies, practices and procedures.
- Provides professional guidance and technical assistance to staff and customers.
- Performs professional librarian activities such as cataloging, collection development and maintenance, and research and reference services.
- Coordinates various system-wide library activities.
- Plans, designs, prepares and presents programs for all age groups including storyhours.
- Compiles data and prepares reports and/or oral presentations.
- Operates standard office and library equipment such as computers, copiers, and fax machines.
- Demonstrates proficiency in the City of Jacksonville Core Competencies.
- Performs related work as required.

### LEADERSHIP COMPETENCIES:

(May be required to demonstrate proficiency in any or all)

- Managing Performance: Assigning responsibility, taking corrective action, demonstrating leadership and evaluating, developing and motivating employees.
- Managing Resources: Containing costs, enhancing revenue, and balancing resources.
- Organizational Effectiveness: Managing with facts, focusing on results, providing clear direction, and encouraging innovation.
- Strategic Thinking: Think proactively and solving problems.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of Library Science theories, principles, and practices.
- Knowledge of library procedures, techniques, and policies.
- Knowledge of management theories, principles, and practices.
- Knowledge of books and other library materials.
- Knowledge of library resource materials and reference sources.
- Skill in interviewing and data gathering techniques.
- Skill in using computer data bases to include computerized catalog and circulation systems.
- Ability to apply Library Science theories, principles, and practices.
- Ability to schedule, assign, monitor, review and evaluate the work of assigned staff.
- Ability to develop and make presentations to large groups of adults and/or children.
- Ability to develop, organize and conduct training sessions and workshops.
- Ability to respond to customer complaints and informational requests.
- Ability to compile and interpret statistical data.
- Ability to operate standard office and library equipment such as computer, copier, and fax machine.

**OPEN REQUIREMENTS/SUPPLEMENTAL INFORMATION:**

A Master's Degree in Library Science from an American Library Association accredited program and two years of professional library work experience.

**PROMOTIONAL REQUIREMENTS:**

All permanent employees of the unit who have served two years in the class of Librarian and who meet the open requirements may apply.

**NOTE:**

- The probationary period for this class is one year.
- To be effective 10/1/2010, must have successfully completed the Leadership Development Academy for promotional eligibility.
- To be effective 10/1/2010, all positions filled externally will require successfully completing at least 32 hours of the Leadership Development Academy during the probationary period.
- FL Class E Driver's License depending on assignment, may be required & must be maintained.
- City of Jacksonville Public Driver Certification must qualify for prior to appointment, obtain and maintain during employment.
- In accordance with the City of Jacksonville Ordinance 116.910, effective July 1, 2012, any person who is hired or appointed by the City of Jacksonville and does not reside within Duval County at the time of hire, will have 6 (six) months to establish permanent residency within the boundaries of Duval County. Failure to establish permanent residency within 6 months shall constitute resignation from employment.
- Effective July 1, 2012, any person who is hired or appointed by the City of Jacksonville and does reside within Duval County at the time of hire, but subsequently moves his/her permanent residence outside the boundaries of Duval County, shall constitute resignation from employment.



## LIBRARY SUPERVISOR

Class Code:  
N0026

Bargaining Unit: Civil Service JSA - Professional Supervisors

CITY OF JACKSONVILLE  
Established Date: Jan 18, 1973  
Revision Date: Mar 30, 2012

### SALARY RANGE

\$3,426.64 - \$6,881.02 Monthly

### JOB DESCRIPTION:

This is seasoned professional librarian work at the supervisor level planning, organizing, and directing the functions, programs, and staff of a major branch library, Main Library or Support Services unit. Work requires an understanding and application of Library Science and management theories, principles, and practices gained through an American Library Association accredited program and substantial professional librarian and supervisory work experience. Manages the day-to-day operations of an assigned unit through scheduling, assigning, monitoring, reviewing, and evaluating the work. Work involves frequent contact with library customers, volunteers, and others requiring skills in understanding people, sensitivity to varying points of view, and persuasiveness necessary to influence behavior, change of opinion, or turn a situation around. Work is covered by clearly defined library policies and Library Science principles and the employee is required to exercise judgment in determining how to accomplish program objectives. Work requires the use of judgment in searching for solutions or new applications. Work is performed in an office environment and due to the nature of library operations, the employee may be required to work evenings and weekends. Operates standard office and library equipment such as computers, copiers, and fax machines. Physical demands consist of sitting or standing at a work station for extended periods of time and occasionally lifting and moving light objects. Work is performed under administrative direction where the work is subject to operating plans, objectives, functional policies, and procedures, and the employee is given the freedom to determine how and when expected results are achieved. Work is reviewed in terms of feasibility, compatibility with other work projects, and effectiveness in meeting requirements or expected results.

### EXAMPLES OF WORK:

- Plans, organizes, directs and controls the day-to-day operation of a major branch library, Main Library or Support Services unit.
- Monitors, evaluates, compiles data and develops reports regarding assigned unit's operational effectiveness and meeting activity's goals and objectives.
- Develops, recommends, and revises branch or department policies, procedures and work routines.
- Plans, organizes, schedules, assigns, reviews and evaluates work of assigned staff.
- Plans, schedules, and oversees the utilization and maintenance of assigned work space, library buildings and grounds.
- Promotes Library services and activities through outreach, including creating partnerships in the community.
- Keeps abreast of changing technology as it relates to library activities.
- Coordinates the unit's work with other functions within the Library system.
- Reviews and monitors assigned unit's budget appropriations and expenditures.
- Participates in the interview process for the selection of new staff.
- Trains and instructs employees and volunteers regarding library policies, practices and procedures.
- Provides professional guidance and technical assistance to staff and customers.
- Performs professional librarian activities such as cataloging, collection development and maintenance, and research and reference services.
- Coordinates various system-wide library activities.
- Plans, designs, prepares and presents programs for all age groups.
- Compiles data and prepares reports and/or oral presentations.
- Operates standard office equipment such as computers, copiers, and fax machines.
- Demonstrates proficiency in the City of Jacksonville Core Competencies.
- Performs related work as required.

### LEADERSHIP COMPETENCIES:

(May be required to demonstrate proficiency in any or all)

- Managing Performance: Assigning responsibility, taking corrective action, demonstrating leadership and evaluating, developing and motivating employees.

- **Managing Resources:** Containing costs, enhancing revenue, and balancing resources.
- **Organizational Effectiveness:** Managing with facts, focusing on results, providing clear direction, and encouraging innovation.
- **Strategic Thinking:** Think proactively and solving problems.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of Library Science theories, principles and practices.
- Knowledge of management theories, principles, practices, and problems solving techniques.
- Knowledge of library procedures, techniques, policies, and facility designs and layouts.
- Knowledge of books and other library materials.
- Knowledge of library resource materials and reference sources.
- Skill in understanding and applying Library Science theories, principles, and practices including Classification Systems.
- Skill in interviewing and data gathering techniques.
- Skill in using computer data bases to include computerized catalog and circulation systems.
- Ability to plan, organize, schedule, assign, review and evaluate the work of assigned staff.
- Ability to develop and implement operational programs.
- Ability to respond to customer complaints and informational requests.
- Ability to monitor, evaluate, compile data and develop reports regarding assigned unit's operational effectiveness and meeting unit's goals and objectives.
- Ability to develop and make presentations to large groups.
- Ability to develop, organize and conduct training sessions and workshops.
- Ability to operate standard office and library equipment such as computer, copier, fax machine.

**OPEN REQUIREMENTS/SUPPLEMENTAL INFORMATION:**

A Master's Degree in Library Science from an American Library Association accredited program with at least four years of professional level librarian experience, two years of which must have been in a supervisory capacity.

**PROMOTIONAL REQUIREMENTS:**

All permanent employees of the unit who have served two years in the class of Librarian Senior or Youth Services Librarian Senior and who meet the open requirements may apply.

**NOTE:**

- FL Class E Driver's License may be required prior to appointment & must be maintained.
- City of Jacksonville Public Driver Certification must qualify for prior to appointment, obtain and maintain during employment.
- In accordance with the City of Jacksonville Ordinance 116.910, effective July 1, 2012, any person who is hired or appointed by the City of Jacksonville and does not reside within Duval County at the time of hire, will have 6 (six) months to establish permanent residency within the boundaries of Duval County. Failure to establish permanent residency within 6 months shall constitute resignation from employment.
- Effective July 1, 2012, any person who is hired or appointed by the City of Jacksonville and does reside within Duval County at the time of hire, but subsequently moves his/her permanent residence outside the boundaries of Duval County, shall constitute resignation from employment.

**EXECUTIVE ASSISTANT III-LIBRARY SERVICES  
(Assistant Director - Public Services)**

**Community Services  
Library Services  
Manager  
Sort Code: C02006**

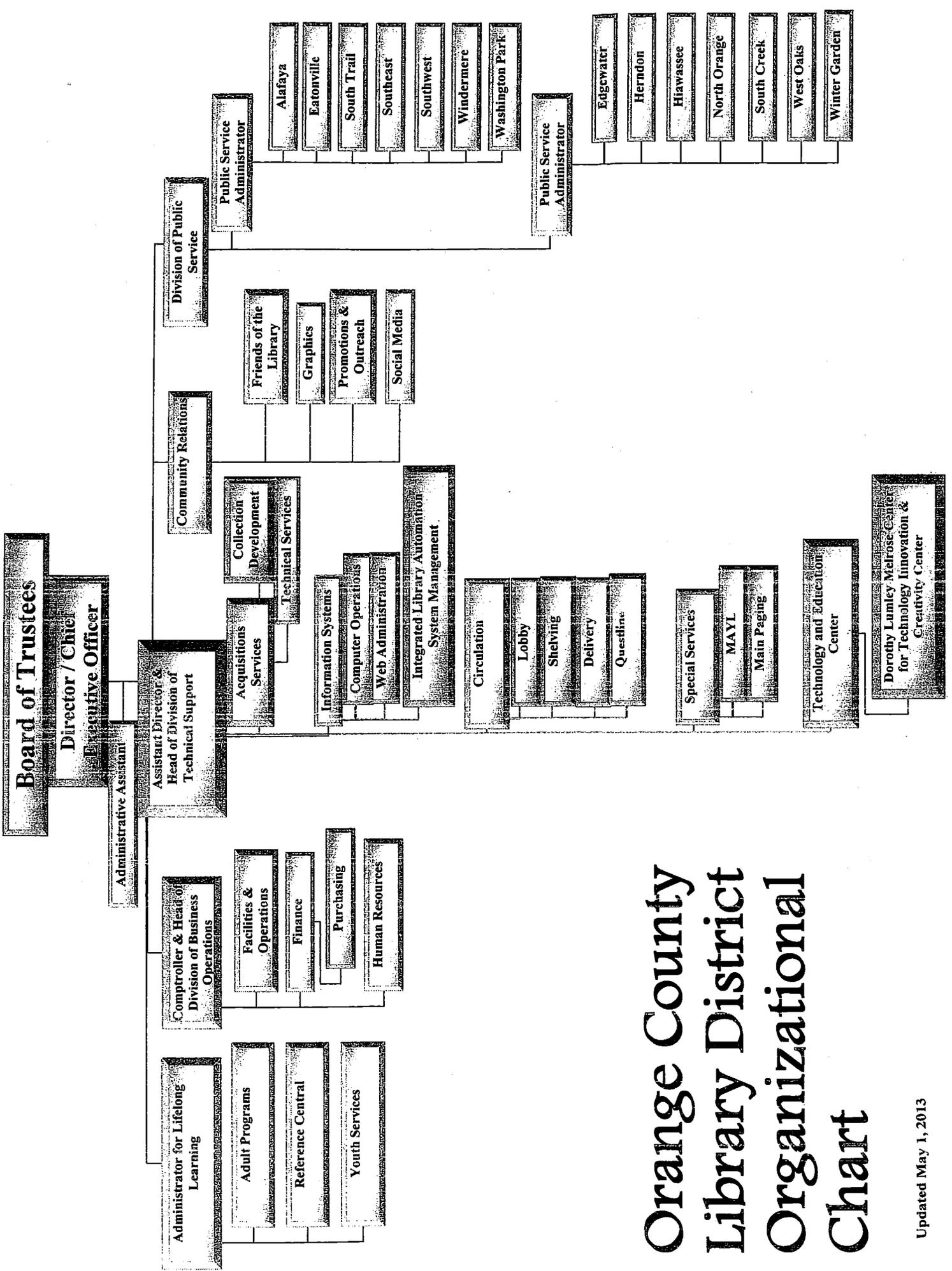
**Occ Code: 04637  
Exempt Status  
Pay Grade: 29.20**

This position reports to the Library Deputy Director and provides oversight of administrative work for multiple branches of a large library system. Primary responsibilities involving strategic planning include the following:

- Inspects library branch staff and facilities ensuring quality library customer satisfaction and expectations are met.
- Reviews, and evaluates the work of library branch managers and reviews evaluations for their subordinates.
- Writes monthly reports on assigned library branches, utilizing statistics and narratives from units; fit observations into strategic plan and discuss trends and issues.
- Participates in senior management meetings to review policy, events, facilities, budget, personnel, and overall administrative issues and contributes to the library's annual strategic planning processes.
- Participates on personnel committee to review human resources issues including transfers, promotions, discipline, retirements, staffing in general, and budget impact and resolution.
- Resolves customer issues and human resources issues via phone calls, correspondence, or in person. Often involves touching base with the system's circulation supervisor and other branch administrator.
- Schedules, assigns, reviews and evaluates the work of assigned staff.
- Communicates clear direction, manages for results, and lead organizational change.
- Assigns responsibility, takes corrective action, demonstrates leadership in evaluating, developing, and motivating employees.

**Position Requirements:** A Master's degree in Library or Information Science from an American Library Association accredited school is required and three years professional experience in a large and diverse library system to include at least one year in library management. Must be able to work with a large and diverse workforce; must possess a thorough knowledge and understanding of the principles of public librarianship, customer service, and organizational dynamics.

**Approved: 7/28/10**



# Orange County Library District Organizational Chart

## Position Description



**Title: Main Reference Librarian (2050)**

**Salary Range: \$18.5097 (Grade 7U – Non exempt)**

**Requirements: MLS or lateral transfer from within bargaining unit required**

### Scope:

Provides a broad range of informational services to library customers. Upholds the Library System's mission and values in the pursuit of all duties: respect for the individual, our organization, and the community; excellence in everything we do; and, integrity in our actions, while providing excellent customer service to all internal and external customers.

### Essential Functions:

Assists customers throughout the library in locating materials and information, which range from simple to complex.

- Responds to basic information inquiries from customers.
- Proactively approaches, greets and assists customers throughout the library.
- Interviews customers to determine the type and nature of information or materials required.
- Directs or leads customers to the materials/information.
- Instructs customers on how to use the internet, databases and other resources to locate additional information.
- Documents requests if further searching is required to meet the customer's needs.
- Uses technology such as PDAs and Vocera to locate and communicate with staff, who have access to additional resources, and to provide services when and where they are needed.
- Recommends appropriate materials for adults, teens and children suitable to age and interest.
- Provides instruction in library use, policies and procedures, and print and electronic resources through tours, workshops and individual instruction.
- Recommends Library programs and classes of potential interest to customers.
- Places reserves on Library items.

Develops informational content to reach a large number of customers and to market library materials and services.

- Creates content for library website that highlight topics of interest considering current events and interests, seasonal topics, and by subjects and themes. Includes variety of formats such as galleries, booklists, finding aides, online classes, digitization projects, and content for RSS feeds, newsletters and blogs.
- Creates print booklists and finding aids on hard to find topics or frequently requested topics for use by customers and staff.

- Develops themes, prepares displays, submits signage requests and gathers appropriate materials for displays.

Assists customers contacting the Library for assistance through telephone, email, online chat or other interactive media, or as follow-up up to other requests in person or through QuestLine.

- Identifies and locates required information or materials.
- Prepares responses and materials, and communicates information to customers.
- Documents responses to requests in Library database.

Maintains collections to ensure ease of use by customers and library staff.

- Monitors newly received materials for awareness.
- Performs shelf reading and shelving tasks to ensure shelving accuracy and accessibility.
- Weeds Collection to ensure materials are in proper condition and continue to be relevant.
- Requests materials by subject area or specific title for acquisitions to fill gaps.

Participates in Community Outreach Events.

- Participates in a wide variety of community events to market library services and the value of the library card.
- Develops and maintains relationship between Orange County public schools and the OCLS. Communicate regularly with school officials to inform them of programs and other services and to gather information on the needs of schools and students. Promote OCLS programs and membership (library cards) in schools.

Plans and presents classes and programs on a variety of subjects including research technologies.

- Identifies subject matter for potential programs or classes, based on experience assisting customers.
- Researches other providers of programs and classes to identify opportunities for bringing in community members or vendors to present programs or classes.
- Works with other staff, such as managers and community relations staff, to identify best method for development, presentation and promotion of program/class.
- Creates and prepares scripts, exhibits, handouts, and other materials to enhance the program/class experience.
- Writes and designs promotional materials to be used to increase awareness of programs and classes.
- Develops and implements plan to market the availability of the programs or classes to the desired audience.
- Serves as class instructor or program host
- Conducts follow-up review of program and class evaluations to determine success and recommend changes to be made for the future.

**Other duties may include, but are not limited to:**

- Tracks, maintains and reports on any range of statistics, as required, including overall departmental statistics, and other reports.
- Performs or assists with any system operations, as required or directed to maintain work flow or respond to emergency conditions.
- Monitors customers in the Library and reminds them of Library policies as required to ensure that the resources of the Library are fully accessible to all patrons.
- Maintains work area in a clean and orderly condition. Ensures safe operating conditions within area of responsibility. Perform other related duties as assigned.

**Tools and Equipment Used:**

Computer, usual peripherals and common office equipment.

I hereby acknowledge that I have read and understand this description of the job functions and requirements for my current position with the Orange County Library System.

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Signature

\_\_\_\_\_  
Date



## Position Description



**Title: Branch Librarian (2042)**

**Salary Range: \$18.5097 hourly (Grade 7U – Non exempt)**

**Requirements: MLS or lateral transfer from within bargaining unit required**

### Scope:

Provides a broad range of informational services to library customers. Upholds the Library System's mission and values in the pursuit of all duties: respect for the individual, our organization, and the community; excellence in everything we do; and, integrity in our actions, while providing excellent customer service to all internal and external customers.

### Essential Functions:

Provides generalized assistance in the use of the Library.

- Responds to basic information inquiries from customers.
- Proactively approaches, greets, and assists customers throughout the Library.
- Recommends appropriate materials for children, teens and adults suitable to age and interest.
- Provides instruction in library use, policies and procedures, and print and electronic resources, through tours, workshops and individual instruction.
- Develops themes and prepares displays, submits signage requests and gathers appropriate materials.
- Creates and maintains finding guides for frequently requested and hard to find materials and resources for use by staff and customers.

Assists customers in locating materials and information, which range from simple to complex.

- Interviews customers to determine the type and nature of information or materials they require.
- Directs or leads customers to the materials/information.
- Instructs customers on how to use the internet, databases and other resources to locate additional information.
- Documents requests if further research is required to meet the customer's needs.
- Uses technology such as PDAs and Vocera to locate and communicate with staff, who have access to additional resources, and to provide services when and where they are needed.

Plans and presents classes and programs on a variety of subjects.

- Identifies subject matter for potential classes and programs, based on research and experiences assisting patrons.

- Researches other providers of classes and programs to identify opportunities to leverage existing assets, or to select vendors to assist or train.
- Works with other library staff (e.g., community relations, promotions, information technology) to identify best method for development, presentation and promotion of classes and programs.
- Creates and prepares scripts, exhibits, props and other materials to enhance the teaching/learning experience.
- Writes and designs promotional materials to be used to increase awareness of classes and programs.
- Develops and implements plan to market the availability of the classes and programs to the desired audience.
- Serve as host for class/program and/or act as trainer.
- Conducts follow-up and review of class/program evaluations to determine success or recommend changes to be made for the future.

Maintains collections to ensure ease of use by library staff and customers.

- Monitors newly received materials for proper classification and labeling.
- Checks collection for shelving accuracy and accessibility.
- Monitors collection to ensure materials are in proper condition and continue to be relevant.
- Requests materials by subject area or specific title for acquisition for the collection.

Provides support on a variety of activities of other Library employees.

- Assists in any circulation function as required, including checking materials in and out, resolving cash related problems, clearing book drops, and booking and facilitating the use of meeting rooms.
- Resolves issues with fines and other customer complaints or problems.
- Assists customers with the use of branch equipment, monitor condition and report the need for repair.

Participates in Community Outreach Events.

- Participates in a wide variety of community events to market library services and the value of the library card.
- Develops and maintains relationship between Orange County public schools and the OCLS.
- Communicates regularly with school officials to inform them of programs and other services and to gather information on the needs of schools and students. Promote OCLS programs and membership (library cards) in schools.

**Other duties may include, but are not limited to:**

- Tracks, maintains and reports on any range of statistics, as required, including overall branch statistics, and other reports.
- Performs or assists with any system operations, as required or directed to maintain work flow or respond to emergency conditions.
- Monitors customers in the Library and reminds them of Library policies as required to ensure that the resources of the Library are fully accessible to all patrons.
- Maintains work area in a clean and orderly condition. Ensures safe operating conditions within area of responsibility. Perform other related duties as assigned.

**Tools and Equipment Used:**

Computer, usual peripherals, and common office equipment.

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I hereby acknowledge that I have read and understand this description of the job functions and requirements for my current position with the Orange County Library System.

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Signature

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Date



## **Position Description**



**Title: Collection Development Librarian (2051)**

**Salary Range: \$18.5097 hourly (Grade 7U – Non exempt)**

**Requirements: MLS from ALA Accredited Institution**

### **Scope:**

Perform duties to review and select materials to be acquired into and withdrawn from the Library's collection, working within the limits of standard or accepted practice. Uphold the Library System's mission and values in the pursuit of all duties; respect for the individual, our organization, and the community, excellence in everything we do, and integrity in our actions with others, while providing excellent customer service to all internal and external customers.

### **Essential Functions:**

1. Receive and review requests for material from Library departments or patrons. Communicate with department heads and staff to gather additional information regarding title selections. Determine fit of requested material with the existing collection based on material selection policy, knowledge of the collection, endowment and trust fund criteria, gaps list, demand, quality and long term appeal. Select and submit patron reserves to be filled. Review questionable acquisition decisions to Manager.
2. Select materials by applying the Library's Materials Management Policy. Read reviews of material, select replacements for titles once owned but no longer in circulation by the Library and new materials. Anticipate demand and determine when to place order and number of copies required. Enter data into ordering systems, checking against standing orders to ensure against duplication of orders. Assign Dewey numbers as required and based on previous collection standards.
3. Monitor order and reserve transactions and investigate circumstances relating to problems, determine action to be taken and generate transaction to correct discrepancies.
4. Monitor standard order lists and recommend modifications to lists based on utilization and title status.
5. Plan and carry out programs for patrons or in the community. Initiate program ideas or plan content in keeping with policy, identify speakers or presenters or personally present programs, prepare and distribute publicity information, arrange locations, materials and equipment and host programs.
6. Work on public desks as assigned to serve as ambassador to Collection Development, sharing information with other Librarians and patrons. Answer reference questions, direct patrons to materials, respond to inquiries, provide reader's advisory and maintain familiarization with the collection and assigned department's holdings.
7. Maintain current awareness of current evolution in Library Science, related emerging technologies and resources, and recommend approaches to ensuring that the collection consistently meets patron expectations.
8. Track, maintain and report on any range of statistics as required.

**Other duties may include, but are not limited to:**

1. Perform or assist with any system operations, as required or directed to maintain work flow or respond to emergency conditions.
2. Attend and participate in a variety of meetings and task force groups to integrate activities, communicate issues, obtain approvals, resolve problems and maintain specific level of knowledge pertaining to new developments, requirements and policies.
3. Monitor patrons in the Library and remind them of Library policies as required to ensure that the resources of the Library are fully accessible to all patrons.
4. Maintain work area in a clean and orderly condition. Ensure safe operating conditions within area of responsibility. Perform other related duties as assigned.

**Tools and Equipment Used:**

Computer and common office equipment.

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I hereby acknowledge that I have read and understand this description of the job functions and requirements for my current position with the Orange County Library System.

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Signature

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Date



## Position Description



**Title: Assistant Department/Branch Manager (3040)**

**Salary Range: \$23.46 - \$33.12 hourly (Grade 9 - Exempt)**

**Requirements: Bachelor's Degree, Strong customer service and technology skills. This is a key and responsible position with accountability for the performance of your team and your location. We are looking for individuals with a passion for progress and for leading change within the organization.**

### Scope:

Perform duties to assist the department or branch manager in the implementation of library services and the supervision of staff, maintain work flow, plan and execute special projects, respond to patron requirements and perform and implement work related to the operation of the department within the assigned area of the Main Library or in assigned branch, working within the limits of established policies. Uphold the Library System's mission and values in the pursuit of all duties; respect for the individual, our organization, and the community, excellence in everything we do, and integrity in our actions with others, while providing excellent customer service to all internal and external customers.

### Essential Functions:

1. Assist in overseeing department or branch operations. Substitute in any critical function in department or branch as required. Make decisions or judgments based on established guidelines in the absence of the Department Head / Branch Manager.
2. Interview candidates and recommend for further consideration. Assist in identifying staff requirements for specific training. Recommend, plan and implement system wide and departmental or branch staff training programs, as directed and within applicable guidelines. Assist in training new and experienced staff in the utilization of research tools and techniques, circulation functions and policies and any other departmental or branch responsibilities.
3. Assist in the preparation of performance evaluations and participate in performance evaluation interviews with employees and Department Head or Branch Manager.
4. Assign, explain and review work, monitor work quality and assist to resolve operating problems. Explain, implement and enforce Library rules and regulations, interpret and clarify policy, maintain discipline, assist in handling employee concerns and maintain harmonious employee relations.
5. Assist with the development, implementation and adjustment of schedules based on patron utilization, coverage requirements, staff availability and capabilities.
6. Identify, document, communicate and refer issues of concern to Department Head / Branch Manager and make recommendations as to action required.
7. Provide leadership in maintaining and communicating knowledge of the Library's collection, policies and procedures, programs, events and activities, use of reference materials, including Internet and other computer resources, and changes in the Library System. Maintain familiarity with new materials acquired into the department or branch.
8. Respond to patrons' complaints, compliments or concerns regarding library service. Explain policies and procedures and determine most effective response to deal with patron

requirements, documenting and referring more significant issues to Department Head / Branch Manager.

9. Develop bibliographies, user guides and reference lists for use by others, and review such lists when compiled by others.
10. Develop and recommend themes, select materials and set up displays to promote materials. Prepare and present special programs for patrons as required. Represent the Library at assigned functions, meetings, talks or professional activities.
11. Monitor collection within assigned department or branch, perform shelving routines, and provide leadership in determining when material is to be removed and in making recommendations for acquisition or transfer of materials to maintain the balance of the collection.
12. Interview patrons, document inquiries and analyze information provided to determine details of inquiry requirements. Utilize a range of reference resources to determine where information or materials will be located. Make referrals to other sources / agencies within or outside the Library System.
13. Provide readers advisory services to patrons to recommend materials suitable to their interests. Give tours of department / branch, explaining arrangement of materials and Library services, resources and policies.
14. Respond to telephone inquiries from patrons, or questions referred from other departments or branches, interpret requirements and contact patrons directly to clarify requirements as necessary. Prepare response and required materials for pick up and call patron or enter response to database for delivery by others.
15. Determine the status of outstanding questions, distribute and assign to staff as necessary and follow to ensure that the requirements for response quality and timeliness are met. Monitor work, ensure compliance with established procedures and policies and maintain work flow.
16. Track, maintain and report on any range of information or statistics as required. Document and refer significant issues to manager.
17. Assist patrons with the use of equipment, monitor condition or perform routine maintenance and report the need for repair. Monitor general condition of department or branch.

**Other duties may include, but are not limited to:**

1. Perform or assist with any system operations, under direction, to maintain work flow.
2. Attend and participate in a variety of meetings and task force groups to integrate activities, communicate issues, obtain approvals, resolve problems and maintain specific level of knowledge pertaining to new developments, requirements and policies.
3. Monitor patrons in the Library and remind them of Library policies as required to ensure that the resources of the Library are fully accessible to all patrons.
4. Maintain work area in a clean and orderly condition. Ensure safe operating conditions within area of responsibility. Perform other related duties as assigned.

**Tools and Equipment Used:**

Computer, common peripherals, microfilm and microfiche readers and printers and common office equipment.

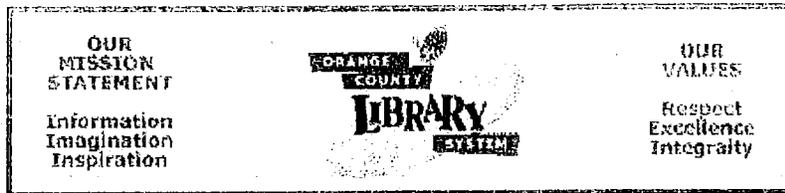
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I hereby acknowledge that I have read and understand this description of the job functions and requirements for my current position with the Orange County Library System.

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Signature

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Date

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## Position Description



**Title: Assistant Manager, Circulation (3029)**

**Salary Range: \$23.46 - \$33.12 hourly (Grade 9 - Exempt)**

**Requirements: 3 years management experience**

### Scope:

Perform functions to plan and supervise circulation and shelving operations within the Main Library, working within the limits of established policy. Uphold the Library System's mission and values in the pursuit of all duties; respect for the individual, our organization, and the community, excellence in everything we do, and integrity in our actions with others, while providing excellent customer service to all internal and external customers.

### Essential Functions:

1. Interview candidates and select for further consideration. Develop and implement staff training programs, assign, explain and review work, monitor work quality and assist to resolve operating problems. Explain, implement and enforce Library rules and regulations, interpret and clarify policy, maintain discipline, assist to handle employee grievances and maintain harmonious employee relations. Assist staff to develop performance plans. Develop performance evaluations, submit for review and authorization and participate in performance evaluation interviews with employees and Department Head.
2. Develop and implement schedules based on patron utilization, coverage requirements, staff availability and capabilities. Arrange schedule bidding process and coordinate general scheduling requirements with employees. Review and respond to staff requests for time off.
3. Observe and monitor all areas of the Library to anticipate and plan requirements for shelving and circulation desk operations and mailroom/loading dock. Adjust schedules as required by immediate circumstances or changes in requirements and priorities.
4. Listen to, investigate and assist to resolve patron concerns such as fines, lost materials, reserves, identification for issuing of cards and similar issues both in person and via e-mail. Explain policy and procedures and determine most effective response to deal with patron requirements, referring more significant issues to Department Head. Perform any circulation or shelving tasks to maintain work flow.
5. Monitor the mailroom/loading dock activities and provide backup and assistance as needed. Communicate with vendors and visitors on the loading dock.
6. Open and close work stations, safe and registers and start up computers.
7. Assist to track data and prepare periodic and special reports relating to utilization, activities, attendance and other operating issues. Communicate results to management and assist with planning of process and activity changes based on statistical results.
8. Assist to explain and implement shelving plan and procedures and track patron requirements and utilization.

### Other duties may include, but are not limited to:

1. Perform or assist with any system operations, as required or directed to maintain work flow or respond to emergency conditions.

2. Attend and participate in a variety of meetings and task force groups to integrate activities, communicate issues, obtain approvals, resolve problems and maintain specific level of knowledge pertaining to new developments, requirements and policies.
3. Monitor patrons in the Library and remind them of Library policies as required to ensure that the resources of the Library are fully accessible to all patrons.
4. Maintain work area in a clean and orderly condition. Ensure safe operating conditions within area of responsibility. Perform other related duties as assigned.

**Tools and Equipment Used:**

Computer, data entry terminal, cash register, book trucks, safes and common office equipment.

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I hereby acknowledge that I have read and understand this description of the job functions and requirements for my current position with the Orange County Library System.

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Signature

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Date

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**Orange County Library System**

ORANGE COUNTY, FLORIDA

## Position Description



**Title: Assistant Manager, Collection Development (3057)**

**Salary Range: \$23.46 - \$33.12hourly (Grade 9 – Exempt)**

### Scope:

Perform functions to plan for and supervise Collection Development staff involved in identifying and ordering materials for inclusion in the Library's collection, and determine materials to be ordered for assigned section of the Library, working within the limits of established policy. Uphold the Library System's mission and values in the pursuit of all duties; respect for the individual, our organization, and the community, excellence in everything we do, and integrity in our actions with others, while providing excellent customer service to all internal and external customers.

### Essential Functions:

1. Develop, communicate and implement staff schedules and assignments based on amount departmental requirements, staff availability and capabilities. Make schedule and priority adjustments as required to maintain departmental work flow in keeping with requirements.
2. Organize purchase orders by priority and type. Issue purchase orders for processing and completion by staff. Review completed purchase orders for accuracy and make adjustments as requirements.
3. Monitor operations, train staff in the processing of purchase orders of varying types and on related departmental processing activities. Assign, monitor and check work. Investigate and assist staff to resolve operating problems and communicate new policy changes, procedures, issues, and related information to staff. Respond to staff request for time off.
4. Act as staff technical guide for processing purchase orders. Investigate and resolve related problems. Complete purchase orders and place orders as required to maintain work flow or to resolve problems. Submit completed purchase orders to Department Head to be placed. Perform any departmental operations to maintain work flow.
5. Monitor the status of outstanding purchase orders, resolve related problems and report periodically on results. Prepare periodic and special reports to management to communicate purchasing levels and related information.
6. Participate as Collection Development Librarian for assigned section of the Library. Receive and review requests for material from Library departments or patrons. Communicate with department heads and staff to gather additional information regarding title selections. Determine fit of requested material with the existing collection based on material selection policy, knowledge of the collection, endowment and trust fund criteria, gaps list, demand, quality and long term appeal. Monitor, oversee and assist with the management of the ILL process. Review questionable acquisition decisions to Manager.
7. Read reviews of material, select replacements for titles once owned but no longer in circulation by the Library and new materials. Anticipate demand and determine when to place order and number of copies required. Enter data to online ordering system, checking against standing orders to ensure against duplication of orders. Assign Dewey numbers as required and based on previous collection standards.
8. Interview candidates for departmental vacancies and recommend for further consideration. Explain, implement and enforce Library rules and regulations, interpret and clarify policy, maintain discipline, assist to handle employee grievances and maintain harmonious employee relations. Assist employees to develop performance plans. Develop performance evaluations,

submit for review and authorization and participate in performance evaluation interviews with employees and Department Head.

9. Prepare reports and relevant data and assist to plan for departmental activities and operating issues. Work with internal staff and vendors to design and establish new plans and guidelines for processing purchases.

**Other duties may include, but are not limited to:**

1. Perform or assist with any system operations, as required or directed to maintain work flow or respond to emergency conditions.
2. Attend and participate in a variety of meetings and task force groups to integrate activities, communicate issues, obtain approvals, resolve problems and maintain specific level of knowledge pertaining to new developments, requirements and policies.
3. Monitor patrons in the Library and remind them of Library policies as required to ensure that the resources of the Library are fully accessible to all patrons.
4. Maintain work area in a clean and orderly condition. Ensure safe operating conditions within area of responsibility. Perform other related duties as assigned.

**Tools and Equipment Used:**

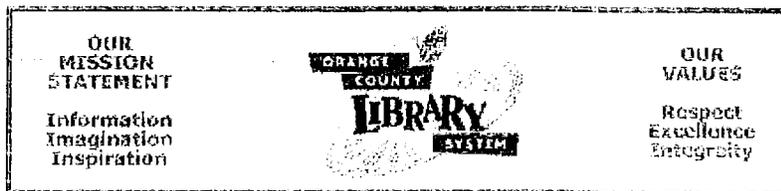
Computer, usual peripherals, and common office equipment, pallet jack, pallet server, and book truck.

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I hereby acknowledge that I have read and understand this description of the job functions and requirements for my current position with the Orange County Library System.

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Signature

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Date



**Orange County Library System**

ORLANDO, FLORIDA

## Position Description



**Title: Assistant Manager, The Dorothy Lumley Melrose Center for Technology, Innovation & Creativity (3076)**

**Salary Range: \$23.46 - \$33.12 hourly (Grade 9 - Exempt)**

**Requirements: Bachelor Degree, Strong customer service and technology skills. This is a key and responsible position with accountability for the performance of your team and your location. We are looking for individuals with a passion for progress and for leading change within the organization.**

### Scope:

Perform functions to plan and supervise the operations of the digital media center and fabrication lab within the Main Library and organize the development of instructional curricula and effective learning environments, working within the limits of established policy. Uphold the Library System's mission and values in the pursuit of all duties; respect for the individual, our organization, and the community, excellence in everything we do, and integrity in our actions, while providing excellent customer service to all internal and external customers.

### Essential Functions:

1. Evaluate the practices of The Dorothy Lumley Melrose Center for Technology, Innovation & Creativity to ensure that procedures utilized within the department are effective in assisting patrons with the computers, software and equipment and to ensure that departmental objectives are met. Respond to patron concerns where issues are beyond the scope of standard operating procedure, investigate circumstances and resolve operating problems.
2. Review, explain and monitor work and workflow in The Dorothy Lumley Melrose Center for Technology, Innovation & Creativity. Monitor work quality and resolve operating problems. Explain and enforce Library rules and regulations, interpret and clarify policy, maintain discipline, handle employee grievances and maintain harmonious employee relations. Appraise performance and recommend changes in employee status. Perform any training, reference or clerical routines necessary to maintain departmental workflow.
3. Develop and implement schedules based on patron utilization, coverage requirements, staff availability and capabilities. Arrange schedule and coordinate general scheduling requirements with employees. Review and respond to staff requests for time off.
4. Track metrics of equipment use and impact and prepare a wide range of reports and documentation related to departmental activities, payroll and other operating issues.
5. Organize and participate in educational initiatives for staff and patrons; provide instruction on the materials and techniques as well as the process of fabrication and use of digital media to ensure safe and successful outcomes.
6. Propose training needs and requirements for staff and patrons. Designate work to Instructional Technology Specialists (ITS) to create curricula that adhere to a formal instructional design process (ADDIE). Review the work of team to ensure quality and consistency.
7. Participate in system interviewing and training of new employees. Review and make recommendations on professional development requests.
8. Lead staff to promote and market The Dorothy Lumley Melrose Center for Technology, Innovation & Creativity. Research likely attendees and make contact using email, fax, personal

contact and distribution of flyers.

9. Review and approve promotional plans and graphics requests. Review and approve requisitions for departmental supplies.
10. Provide leadership in maintaining and communicating knowledge of the Library's collection, policies and procedures, programs, events and activities, changes in the Library System and use of library resources, including the Internet connection, online databases and other computer resources.
11. Respond to patrons' complaints, comments, compliments or concerns regarding service. Explain policies and procedures and determine most effective response to deal with patron requirements, documenting and communicating more significant issues to the Department Head.
12. Participate in project assignments to study issues related to the operation of The Dorothy Lumley Melrose Center for Technology, Innovation & Creativity including training and staffing practices and policies. Act as advocate for assigned department and its patrons to ensure that issues and options having significant departmental impact are explored.
13. Ensure that The Dorothy Lumley Melrose Center for Technology, Innovation & Creativity equipment is in proper working order and report the requirement for repair or service. Recommend requirements for new or additional equipment to enhance patron experience and reference capability.

**Other duties may include, but are not limited to:**

1. Perform or assist with any system operations, as required or directed to maintain workflow or respond to emergency conditions.
2. Attend and participate in a variety of meetings and task force groups to integrate activities, communicate issues, obtain approvals, resolve problems and maintain specific level of knowledge pertaining to new developments, requirements and policies.
3. Monitor patrons in the Library and remind them of Library policies as required to ensure that the resources of the Library are fully accessible to all patrons.
4. Maintain work area in a clean and orderly condition. Ensure safe operating conditions within area of responsibility. Perform other related duties as assigned.

**Tools and Equipment Used:**

Computers, LCD Projector, electronic cash register and common office equipment.

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I hereby acknowledge that I have read and understand this description of the job functions and requirements for my current position with the Orange County Library System.

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Signature

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Date

## Position Description



**Title: Branch Manager (3023)**

**Salary Range: \$28.03 - \$39.57 hourly (Grade 11 - Exempt)**

**Requirements: MLS Preferred, 1-3 years management experience**

### Scope:

Perform functions to implement and manage operations at assigned branch library to provide services to the community in keeping with the goals and policies of the Library System, working within the limits of established policy. Uphold the Library System's mission and values in the pursuit of all duties; respect for the individual, our organization, and the community, excellence in everything we do, and integrity in our actions with others, while providing excellent customer service to all internal and external customers.

### Essential Functions:

1. Interview, recommend and facilitate hire and train branch personnel, assign, explain and review work, monitor work quality and assist to resolve operating problems. Explain and enforce Library rules and regulations, interpret and clarify policy, maintain discipline, handle employee grievances and maintain harmonious employee relations. Appraise performance and recommend changes in employee status.
2. Establish, implement and adjust branch work schedules and assignments, ensuring adequate coverage on all required services and perform any branch reference, circulation or shelving routines as required to maintain work flow. Assess staff training requirements and plan and implement related training programs to ensure competency of staff.
3. Listen to and resolve patron concerns, explain policy and procedures and determine most effective response to deal with patron requirements.
4. Plan and layout space requirements for collection. Explain and implement shelving plan and procedures. Track patron requirements and utilization, make required modifications to shelving plan, recommend additions to branch collection, and pull materials from collection to ensure proper collection balance and fulfillment of patron needs. Authorize and arrange for the set up of displays to promote materials within the collection. Display books for sale in accordance with established book sale programs.
5. Track data and prepare a wide range of periodic and special reports relating to utilization, branch activities, payroll, expenditures, and other operating issues. Manage petty cash funds; disburse funds, track expenditures, and requisition replenishment of petty cash allotment. Manage receipts from the sale of library materials and the collection of fees and fines. Oversee or perform the reconciliation of cash receipts, prepare and transact bank deposits and manage expense budget for purchasing library materials.
6. Document and refer unresolved inquiries for resolution at Main Library. Document the status of facilities including janitorial and repair requirements. Review and track patron comments, events and situations occurring at the branch, respond to emergencies and report on related circumstances.
7. Advocate for patrons, community and staff within the Library System. Make recommendations regarding changes to system policies and procedures. Review proposed policies and procedures and report on branch impact.

8. Work with other librarians, branch staff, Community Relations and community groups on the development and implementation of programming and events in the branch and in the community.
9. Develop community contacts, attend community events, distribute literature and speak to individuals and groups to promote the services of the Library System and the branch. Provide group tours, and book and facilitate the use of branch meeting rooms.

**Other duties may include, but are not limited to:**

1. Perform or assist with any system operations, as required or directed to maintain work flow or respond to emergency conditions.
2. Attend and participate in a variety of meetings and task force groups to integrate activities, communicate issues, obtain approvals, resolve problems and maintain specific level of knowledge pertaining to new developments, requirements and policies.
3. Monitor patrons in the Library and remind them of Library policies as required to ensure that the resources of the Library are fully accessible to all patrons.
4. Maintain work area in a clean and orderly condition. Ensure safe operating conditions within area of responsibility. Perform other related duties as assigned.

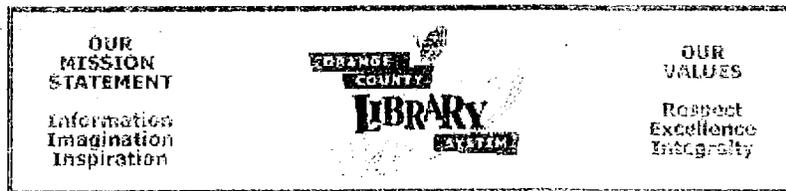
**Tools and Equipment Used:**

Computer, common peripherals and common office equipment.

I hereby acknowledge that I have read and understand this description of the job functions and requirements for my current position with the Orange County Library System.

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Signature

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Date



## Position Description



**Title: Branch Manager, Large Branch (30232)**

**Salary Range: \$30.69 - \$43.32 hourly (Grade 12 - Exempt)**

**Requirements: MLS Preferred, 1-3 years management experience**

### Scope:

Perform functions to implement and manage operations at assigned large branch library, to provide services to the community in keeping with the goals and policies of the Library System, working within the limits of established policy. Uphold the Library System's mission and values in the pursuit of all duties; respect for the individual, our organization, and the community, excellence in everything we do, and integrity in our actions with others, while providing excellent customer service to all internal and external customers.

### Essential Functions:

1. Interview, recommend and facilitate hire and train branch personnel, assign, explain and review work, monitor work quality and assist to resolve operating problems. Explain and enforce Library rules and regulations, interpret and clarify policy, maintain discipline, handle employee grievances and maintain harmonious employee relations. Appraise performance and recommend changes in employee status.
2. Establish, implement and adjust branch work schedules and assignments, ensuring adequate coverage on all required services and perform any branch reference, circulation or shelving routines as required to maintain work flow. Assess staff training requirements and plan and implement related training programs to ensure competency of staff.
3. Listen to and resolve patron concerns, explain policy and procedures and determine most effective response to deal with patron requirements.
4. Plan and layout space requirements for collection. Explain and implement shelving plan and procedures. Track patron requirements and utilization, make required modifications to shelving plan, recommend additions to branch collection, and pull materials from collection to ensure proper collection balance and fulfillment of patron needs. Authorize and arrange for the set up of displays to promote materials within the collection. Display books for sale in accordance with established book sale programs.
5. Track data and prepare a wide range of periodic and special reports relating to utilization, branch activities, payroll, expenditures, and other operating issues. Manage petty cash funds; disburse funds, track expenditures, and requisition replenishment of petty cash allotment. Manage receipts from the sale of library materials and the collection of fees and fines. Oversee or perform the reconciliation of cash receipts, prepare and transact bank deposits and manage expense budget for purchasing library materials.
6. Document and refer unresolved inquiries for resolution at Main Library. Document the status of facilities including janitorial and repair requirements. Review and track patron comments, events and situations occurring at the branch, respond to emergencies and report on related circumstances.
7. Advocate for patrons, community and staff within the Library System. Make recommendations regarding changes to system policies and procedures. Review proposed policies and procedures and report on branch impact.

8. Work with other librarians, branch staff, Community Relations and community groups on the development and implementation of programming and events in the branch and in the community.
9. Develop community contacts, attend community events, distribute literature and speak to individuals and groups to promote the services of the Library System and the branch. Provide group tours, and book and facilitate the use of branch meeting rooms.

**Other duties may include, but are not limited to:**

1. Perform or assist with any system operations, as required or directed to maintain work flow or respond to emergency conditions.
2. Attend and participate in a variety of meetings and task force groups to integrate activities, communicate issues, obtain approvals, resolve problems and maintain specific level of knowledge pertaining to new developments, requirements and policies.
3. Monitor patrons in the Library and remind them of Library policies as required to ensure that the resources of the Library are fully accessible to all patrons.
4. Maintain work area in a clean and orderly condition. Ensure safe operating conditions within area of responsibility. Perform other related duties as assigned.

**Tools and Equipment Used:**

Computer, common peripherals and common office equipment.

I hereby acknowledge that I have read and understand this description of the job functions and requirements for my current position with the Orange County Library System.

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Signature

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Date



**Orange County Library System**

ORANGE COUNTY, FLORIDA

<b>OUR MISSION STATEMENT</b>		<b>OUR VALUES</b> Respect Excellence Integrity
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**Orange County Library System**  
ORLANDO, FLORIDA

## Position Description



**Title: Department Head, Reference Central (3065)**

**Salary Range: \$30.69 - \$43.32 hourly (Grade 12 - Exempt)**

**Requirements: MLS from ALA Accredited Institution & management experience**

### Scope:

Perform functions to plan, implement, manage and market the provision of customer and reference services of any variety and in any form on the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> floors of the Main Library, including the provision of service in response to requests referred by the Library call center (QuestLine). Uphold the Library System's mission and values in the pursuit of all duties; respect for the individual, our organization, and the community, excellence in everything we do, and integrity in our actions, while providing excellent customer service to all internal and external customers.

### Essential Functions:

1. Develop and implement recommendations and plans to provide customer and reference services within assigned reference areas, anticipating changes in customer information needs and expectations. Initiate recommendations related to new models of service provision to ensure that customers desiring or requiring reference services in any format may be accommodated. Work with other departments and Divisions regarding implementation of service model changes. Track, analyze and report on statistics and utilize results to aid in service enhancement planning.
2. Develop and implement programs and tactics to market library services to the community. Identify and participate in outreach opportunities and events, including membership and attendance at meetings of professional organizations. Make presentations, contribute articles to outside publications, and otherwise act as an ambassador of the Library to generate public interest and recognition of the Library System as a resource of choice for reference information.
3. Monitor and evaluate departmental activities to ensure that services are provided in keeping with expectations of the customer and that departmental service goals are being met. Respond to customer concerns where issues are beyond the scope of standard operating procedure, investigate circumstances, and resolve operating problems.
4. Ensure that requests for information and services forwarded from QuestLine are processed in keeping with quality and timeliness standards.
5. Interview, hire, and train departmental personnel, review and explain work, monitor work quality and assist to resolve operating problems. Explain and enforce Library rules and regulations, interpret and clarify policy, maintain discipline, handle employee grievances, and maintain harmonious employee relations. Counsel and coach assigned employees and provide required resources. Appraise performance and recommend changes in employee status.
6. Establish or monitor staffing schedules for departmental operations as established by others. Adjust schedules to suit changes in system requirements and to maintain work flow. Plan and implement staff training programs to enhance skills and implement new provision of service models.
7. Monitor the collection within the department, identify gaps in the collection, identify trends which may have an impact on collection requirements and make recommendations regarding acquisition of materials to balance the collection. Participate in special projects related to System-wide initiatives, as requested.

**Other duties may include, but are not limited to:**

1. Perform or assist with any system operations, under direction, to maintain work flow.
2. Attend and participate in a variety of meetings and task force groups to integrate activities, communicate issues, obtain approvals, resolve problems and maintain specific level of knowledge pertaining to new developments, requirements and policies.
3. Maintain work area in a clean and orderly condition. Ensure safe operating conditions within area of responsibility. Perform other related duties as assigned.

**Tools and Equipment Used:**

Computer terminal, office and specialty software, usual peripherals, and common office equipment.

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I hereby acknowledge that I have read and understand this description of the job functions and requirements for my current position with the Orange County Library System.

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Signature

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Date



**Orange County Library System**

ORANGE COUNTY, FLORIDA

**PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS**

**PBC ADMINISTRATION**

**DIRECTOR**  
*John J. Callahan III*

LIBRARY ADVISORY BOARD

**ASSISTANT DIRECTOR**  
*Sharon Hill*

**COLLECTION DEVELOPMENT**  
*Patricia Bruiser*

**STAFF DEVELOPMENT/PERSONNEL**

**FINANCE & FACILITIES**  
*Kenny Rampersad*

- Procurement/ Payables
- Contracts
- Material Acquisition
- Payroll/ Receivables
- Capital Improvements/Facilities

**TECHNICAL SERVICES**  
*Anth Fleming*

- Cataloging/Data-base Management
- Item Processing

**OUTREACH SERVICES**  
*Wendy Rosemeid*

- Adult Literacy Project
- Bookmobile, Books-By-Mail, Courier
- System Youth Services
- Talking Books

**MAIN LIBRARY**  
*Adair Davis*

- Research Center
- Government Research Service
- Consumer Health Information Service
- Interlibrary Loan
- Adult Services
- Multicultural Outreach
- Youth Services
- Serials
- Electronic Resources Training, Computer Center

**BRANCH PUBLIC SERVICE**  
*Douglas Crane*

- NORTH AREA**
  - Acreage Branch
  - Gardens Branch
  - Jupiter Branch
  - Okeechobee Blvd. Branch
  - Royal Palm Beach Branch
  - Tequesta Branch
- GLADES AREA**
  - Belle Glade Branch
  - Loula V. York Branch (Pahokee)
  - Clarence E. Anthony Branch (South Bay)
- SOUTH AREA**
  - Glades Road Branch
  - Greenacres Branch
  - Hagen Ranch Road Branch
  - Lantana Road Branch
  - Wellington Branch
  - West Boca Branch

**INFORMATION TECHNOLOGY**  
*Peter Branch*

- Library Application Support
- Systems/ Computing Platforms

**COMMUNITY RELATIONS**  
*Nicole Hughes*

- Public Information & Marketing
- System Adult Programming
- Volunteer Services
- Web Site Design & Maintenance

## LIBRARIAN V

### NATURE OF WORK

This is professional administrative work coordinating branch operations in a geographical county area or a system wide service requiring specialized knowledge.

An employee in this class plans, monitors and adjusts Library System services to meet System Long Range Plan goals and objectives. Coordinates projects with Library System and county staff or outside agencies. Supervision is exercised over professional and other library personnel. Decisions and duties are carried out with considerable independence to meet System and division goals and objectives. May serve as a member of the Library's management team to address system wide issues and concerns. General supervision is received from a professional superior who holds the incumbent responsible for the effective management of assigned responsibilities.

### EXAMPLES OF WORK

Plans, supervises and coordinates the activities of a library service area composed of several branches; recommends allocation of financial, personnel, bibliographic equipment and space resources.

Plans, organizes and directs Technical Services; responsible for bibliographic database control and quality; cataloging and processing of library materials and for operation of library warehouse.

Plans, develops, supervises and coordinates computer-related functions of library activities; represents the computer-related functions of the Library to other County departments, vendors and library networks.

Participates as a member of management team for system wide concerns, issues and program development.

Develops policies and procedures related to job assignment.

Organizes the libraries' services and staffing to meet System goals and objectives; recommends level and nature of staffing.

Supervises branch managers.

Develops and oversees the implementation of goals and objectives for the Library System's Long Range Plan.

Represents Library on outside community and library networking groups.

Writes performance evaluations; issues counseling forms/disciplinary actions, handles complaints and grievances; recommends the hiring, termination and promotion of staff.

Performs related work as required.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of professional library principles, practices and techniques.

Considerable knowledge of administrative and management procedures and techniques, including participatory management skills.

**LIBRARIAN V - CONT'D****REQUIRED KNOWLEDGE, SKILLS AND ABILITIES - CONT'D**

Considerable knowledge of current literature, trends and development in the field of library science and administration appropriate to area of specialization.

Ability to direct and coordinate the work of subordinates and others.

Ability to analyze facts and exercise sound judgment in decision making.

Ability to communicate effectively, in writing and orally, to address individuals and groups.

Ability to organize and coordinate the operation of multiple outlets, programs or services.

**MINIMUM ENTRANCE REQUIREMENTS**

Graduation from an accredited college or university with a Master's Degree in Library Science accredited by the American Library Association; four (4) years professional experience at least three (3) of which must be professional supervisory or administrative work; or any equivalent combination of related training and experience.

**LIBRARIAN IV****NATURE OF WORK**

This is professional managerial work.

An employee in this class is responsible for overseeing a large branch library, a group of libraries or the administration of a major section within the Library System. Coordinates projects with Library System and county staff or outside agencies. Supervision is exercised over professional and other library personnel. Decisions and duties are carried out with considerable independence within the framework of established policies and program plans. General supervision is received from a professional superior who holds the incumbent responsible for the effective management of assigned responsibilities.

**EXAMPLES OF WORK**

Plans, supervises and coordinates the work of a large branch library or a group of libraries.

Plans and coordinates system wide youth services activities, provides support and training for System youth services staff.

Develops, directs and supervises reference services for the Central Library, provides workshops for System reference staff.

Plans, supervises and coordinates Outreach Services, which includes service to specially designated clientele; formulates and develops new service programs.

Plans, supervises and coordinates the collection development program for the Library System; develops library material allocations and selection plan; plans for compliance with local and national collection standards.

Initiates and responds to media contacts in the interest of the Library System.

Interprets and explains library policies and procedures to the public and staff; resolves patron complaints and problems.

Prepares budget recommendations for branch(s) or section; monitors expenditures.

Prepares statistical reports, analyzes data and develops planning documentation for Administration.

Represents Library Systems to community and networking groups.

Provides general assistance in planning and coordinating the development of library services and programs.

Coordinates volunteer programs and other special programs with the regular library services; compiles and analyzes library statistical reports.

Trains and directs professional and other Library System personnel.

Cooperates with other governmental and private agencies in special surveys, studies and programs.

Writes performance evaluations; issues counseling forms/disciplinary actions; handles complaints and grievances; recommends the hiring, termination and promotion of staff.

Performs related work as required.

**LIBRARIAN IV - CONT'D****REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of professional library principles, practices and techniques.

Knowledge of administrative and management procedures and techniques, including participator management skills.

Knowledge of current literature, trends and development in the field of library science and administration appropriate to area of specialization.

Ability to master functions of a computerized integrated on-line circulation system.

Ability to analyze administrative library problems and to make recommendations for the solution.

Ability to plan, direct and coordinate the work of subordinates and others.

Ability to communicate effectively, in writing and orally, to address individuals and groups.

Ability to establish assignments.

**MINIMUM ENTRANCE REQUIREMENTS**

Graduations from an accredited college or university with a Master's Degree in Library Science accredited by the American Library Association; three (3) years professional experience, at least two (2) of which must be professional supervisory or administrative; of any equivalent combination of related training and experience.

Rev. 3/2004

**LIBRARIAN III****NATURE OF WORK**

This is professional supervisory or specialist work.

An employee in this class is responsible for administration and effective operation of a branch library, or independent professional work of comparable responsibility in service delivery and development. Supervision is exercised over professional and other library personnel. Administrative supervision is received from a professional superior and is generally in the form of a review of plans and programs and by periodic consultations and conferences.

**EXAMPLES OF WORK**

Plans, supervises and coordinates the work of a branch library or program of service within the Library System.

Interprets and explains Library Policies and procedures to the public and staff; resolves patron complaints and problems.

Trains supervisory and professional personnel. Evaluates branch workload and adjusts staff assignments to meet shifting priorities.

Serves on the Materials Selection Committee; develops the branch collection.

Supervises materials expenditures and ordering for a specified program of service or branch; reviews periodicals and book lists and recommends books, periodicals and other materials for purchase.

Represents the branch or program of service to the community.

Writes performance evaluations; issues counseling forms/disciplinary actions; handles complaints and grievances; recommends the hiring, termination and promotion of staff.

Performs related work as required.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of professional library principles, practices and techniques.

Knowledge of library reference materials and tools of research.

Knowledge of a variety of books and authors, and of reader interest levels.

Ability of master functions of a computerized integrated on-line circulation system.

Ability to plan, organize and direct the work of a group of professional, paraprofessional and clerical subordinates.

Ability to interpret library policies and objectives to community groups, public officials and the general public.

Ability to establish and maintain effective work relationships with library patrons and employees.

Ability to maintain fiscal and administrative records and prepare reports.

Ability to communicate effectively, in writing and orally, to address individuals and groups.

**MINIMUM ENTRANCE REQUIREMENTS**

Graduation from an accredited college or university with a Master's Degree in Library Science accredited by the American Library Association; two (2) years professional experience, that includes one (1) year of supervisory or administrative responsibilities; or any equivalent combination of related training and experience.

## LIBRARIAN II

### NATURE OF WORK

This is professional supervisory or specialist work.

An employee in this class is responsible for administration and effective operations of a section within the Library System or independent professional work of comparable responsibility in service delivery and development. Administrative and technical supervision is received from a administrative superior and is generally in the form of a review of plans and programs and by periodic consultations and conferences.

### EXAMPLES OF WORK

Plans, supervises and coordinates the work of a section or program of service within the Library System.

Supervises professional and other subordinates in cataloging and database maintenance; trains subordinates in the maintenance of bibliographic database using national and local standards.

Coordinates staff development and training.

Maintains Library Web page; designs and presents Free-Net and Internet training to the public staff.

Interprets and explains Library policies and procedures to the public and staff; resolves patron complaints and problems.

Serves on the Materials Selection Committee.

Supervises materials expenditures and ordering for a specified program of service or section; reviews periodicals and book lists and recommends books, periodicals and other materials for purchase.

Selects all audiovisual material to be purchased; creates and maintains AV material files to aid tracking and distribution of ordered materials and to provide budgetary and statistical information.

Supervises reference services; trains and develops professional staff in reference tools, procedures and techniques.

Trains paraprofessional and professional staff in readers' advisory services.

Instructs personnel in the use of library facilities such as computerized integrated on-line circulation system and subject bibliographies.

Maintains assigned subject area of special clientele collections; organizes and maintains specialized reference materials and information files; compiles bibliographies and assembles materials on special subjects.

Represents the program of service to the community.

Writes performance evaluations; issues counseling forms/disciplinary actions; handles complaints and grievances; recommends the hiring, termination and promotion of staff.

Performs related work as required.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of professional library principles, practices and techniques.

Knowledge of current literature, trends and developments in the field of library science appropriate to the area of assignment.

**LIBRARIAN II CONT'D****REQUIRED KNOWLEDGE, SKILLS AND ABILITIES - CONT'D**

Ability to master functions of a computerized integrated on-line circulation system.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES CONT'D**

Ability to plan, organize and direct the work of a small group of professional, paraprofessional and clerical subordinates.

Ability to establish and maintain effective working relationships with library patrons and employees.

Ability to maintain fiscal and administrative records and prepare reports.

Ability to communicate effectively, in writing and orally, to address individuals and groups.

**MINIMUM ENTRANCE REQUIREMENTS**

Graduation from an accredited college or university with a Master's Degree in Library Science accredited by the American Library Association; one (1) year professional experience; or any equivalent combination of related training and experience.

**LIBRARIAN I****NATURE OF WORK**

This is professional work.

An employee in this class is responsible for various professional duties and assignments requiring a knowledge of library principles, practices and techniques. Assignments are carried out under the direction of a professional superior who reviews the work for conformance to established policies and standards of professional practices. Functional supervision or direction may be exercised over library paraprofessional and clerical personnel.

**EXAMPLES OF WORK**

Searches, verifies, retrieves and edits bibliographic information using appropriate databases; assigns classification and subject headings; maintains authority control in library catalog; creates original bibliographic and authority records.

Provides readers' advisory services; evaluates books and makes book selections for patrons; compiles lists of library resources in appropriate subject areas; reviews periodicals and book lists and recommends books and periodicals for purchase.

Serves on the Materials Selection Committee.

Provides reference assistance to patrons; introduces patrons to reference books and tools and aids them in the use of the on-line public access catalog; answers specific reference questions for individuals in person, by telephone, and by mail.

Develops specific programs of service for children.

Plans, and may conduct programs for children; interprets stories to children using a variety of techniques and activities.

May direct or review the work of paraprofessionals and clerical personnel.

Performs related work as required.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of professional library principles, practices and techniques.

Knowledge of the current literature, trends, and developments in the field of library science appropriate to the area of assignment.

Ability to master functions of a computerized integrated on-line circulation system.

Ability to establish and maintain effective working relationships with library patrons and employees.

Ability to communicate effectively orally and in writing.

**MINIMUM ENTRANCE REQUIREMENTS**

Graduation from an accredited college or university with a Master's Degree in Library Science accredited by the American Library Association; or any equivalent combination of related training and experience.

**Compensation and Records Directory**

- o Executive Pay Grades/Ranges
- o General Pay Grades/Ranges
- o IAFF Pay Schedule
- o Job Descriptions (Alphabetical)
- o Job Series
- o Pay Periods and Pay Days
- o Pay Policies
- o Payroll Policy Manual
- o Retirement
- o 2013-2014 Pay Plan

**Human Resources Directory**

- o Compensation & Records
- o Employee Relations
- o Fair Employment Programs
- o Records & Information
- o Recruitment
  - o Benefits
  - o Jobs
  - o My Profile Page
- o Training & Organizational Development
- o Directions

**Job Series**

**Library**

Spec#	Job Classification Title	PG	OT	BU
02200	LIBRARY ASSOCIATE DRIVER	15	NE	CWA
02201	LIBRARY PAGE	09	NE	
02202	LIBRARY ASSOCIATE I	13	NE	
02203	LIBRARY ASSOCIATE II	17	NE	
02204	LIBRARY ASSOCIATE III	19	NE	
02206	LIBRARY ASSOCIATE IV	21	EX	
02207	LIBRARY ASSOCIATE V	27	EX	
02220	LIBRARY TECHNICIAN	19	NE	
02223	LIBRARY TRAINING & TECHNICAL ASSISTANCE SPECIALIST	27	EX	
02226	LIBRARY TRAINING & TECHNICAL ASSISTANCE SUPERVISOR	31	EX	
02228	LIBRARIAN TRAINEE	25	NE	
02230	LIBRARIAN I	28	EX	
02231	LIBRARIAN II	30	EX	
02235	LIBRARIAN III	33	EX	
02237	LIBRARIAN IV	36	EX	
02239	LIBRARIAN V	38	EX	
02244	DIRECTOR LIBRARY FINANCE & ADMINISTRATION	E02	EX	
02247	DIRECTOR LIBRARY INFORMATION TECHNOLOGY DIVISION	E02	EX	
02248	DIRECTOR BRANCH PUBLIC SERVICE DIVISION	E03	EX	
02249	ASSISTANT DIRECTOR LIBRARY	E04	EX	
02250	DIRECTOR LIBRARY	E07	EX	
02252	LIBRARY PERSONNEL SERVICES COORDINATOR	30	EX	

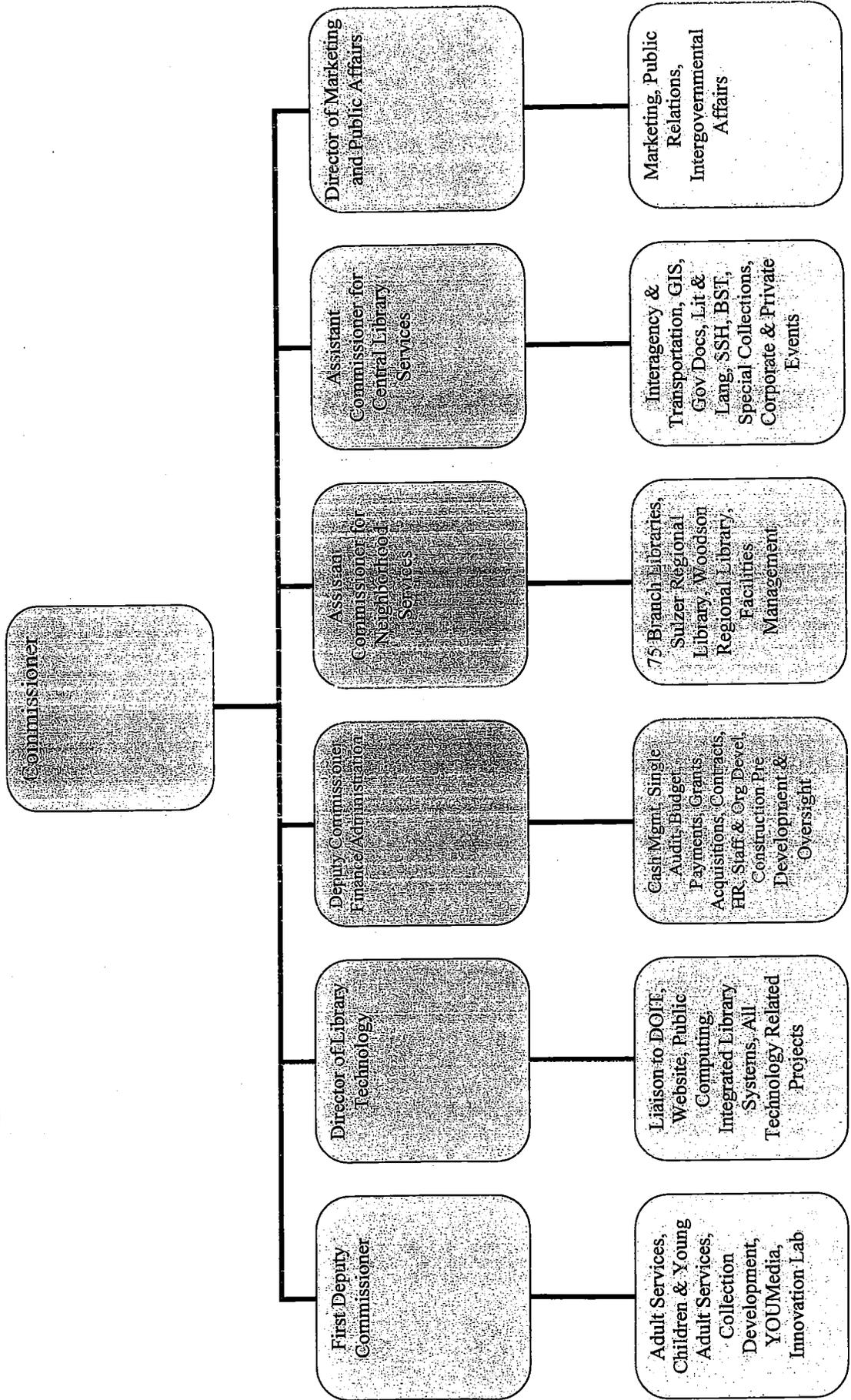
**S**

**Job Hotline**  
 (561) 616-6900  
 TDD:(561) 616-6895  
 (For Hearing Impaired)  
**Contact Us**

100 Australian Avenue  
 Suite 300  
 West Palm Beach FL, 33406  
 Tel (561) 616-6888  
 Fax (561) 616-6893  
 Office hours:  
 8:30 a.m. - 5:00 p.m.  
 (Mon - Fri)

Submit Feedback to HR

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SCHEDULE A

ALPHABETICAL SERIES

L

TITLE CODE	SCH	GRD	SYM	TITLE
1663	B	13		LEASING AGENT
1659	BX	17	X	LEGAL COUNSEL - BOARD OF ETHICS
0863	B	12		LEGAL SECRETARY
9699		EX		LEGISLATIVE AIDE
9807		EX		LEGISLATIVE ASST
9834		EX		LEGISLATIVE RESEARCH ANALYST
0501	G	04		LIBRARIAN I <i>Min: \$48,828 - Max \$69,300</i>
0503	G	04		LIBRARIAN I-HOURLY <i>45,044 - 63,930</i>
0506	G	05		LIBRARIAN II <i>Min: \$53,808 - Max \$76,524</i>
0574	G	06		LIBRARIAN III <i>Min: \$59,268 - Max \$83,640</i>
0579	G	07		LIBRARIAN IV <i>Min: \$65,424 - Max \$91,224</i>
0573	G	03		LIBRARY ASSOCIATE
0575	G	03		LIBRARY ASSOCIATE - HOURLY
0445	B	06		LIBRARY CLERK
0446	B	06		LIBRARY CLERK-HOURLY
0527		SR		LIBRARY DIVISION CHIEF <i>Negotiated Rate: Min: \$98,712 (Annual)</i>
0539		SR		LIBRARY PAGE
1233	B	13		LICENSING COORD
1232	B	10		LICENSING ENFORCEMENT AIDE-CITY CLERK
9173	E	04		LIEUTENANT
8735	F	04		LIEUTENANT
8811	F	04B		LIEUTENANT-EMT
8813	F	05B		LIEUTENANT-EMT (ASSIGNED AS TRAINING INSTRUCTOR)
8812	F	04P		LIEUTENANT-PARAMEDIC
5081		PR		LINEMAN
5080		PR		LINEMAN - SALARIED
5082		PR		LINEMAN HELPER
7120		PR		LOAD DISPATCHER
1987	B	13		LOAN PROCESSING OFFICER
1994	B	14		LOAN PROCESSING SPECIALIST

M

TITLE CODE	SCH	GRD	SYM	TITLE
6674		PR		MACHINIST
6678		PR		MACHINIST (AUTO) - POLICE MOTOR MAINTENANCE
6673		PR		MACHINIST (AUTOMOTIVE)
9839		EX		MANAGER - INFORMATION SERVICES



Code: 0501  
Family: Library  
Service: Administrative  
Group: Clerical, Accounting and General Office  
Series: Library

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## **CLASS TITLE: LIBRARIAN I**

### **CHARACTERISTICS OF THE CLASS**

Under supervision, performs entry-level professional library work in a public service division or unit at a Chicago Public Library, and performs related duties as required

### **ESSENTIAL DUTIES**

- Assists library patrons in using facility resources (e.g., catalog of library materials, indexes, reference materials)
- Assists in developing and administering library programs and services (e.g., adult book discussion, library orientation, bibliographic instruction, children's programs)
- Prepares reading lists, bibliographies and annotations for library collections
- Responds to questions and requests for information regarding library collections
- Oversees library collections and makes recommendations for the acquisition of new materials and collections
- Performs collection maintenance activities including shelving and purging of library materials
- Conducts research on bibliographic data using library databases and the Internet
- Promotes library programs, services and exhibits (e.g., designing flyers or displays, visiting area schools and community organizations)
- Compiles and maintains records and reports of library activities and inventories
- Processes interlibrary loans, reserves and holds
- Classifies and catalogs books and other library materials
- Assists in writing grants or seeking outside support for library programs
- May supervise the work of Library Associates, Library Pages and clerical staff

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Graduation from an accredited American Library Association college or university with a Master's degree in Library Science or an approved foreign credential evaluation.

#### **Licensure, Certification, or Other Qualifications**

- None

### **WORKING CONDITIONS**

- Public library environment

### **EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)

Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, scanner)

### **PHYSICAL REQUIREMENTS**

- Some lifting (up to 25 pounds) is required
- Ability to stand for extended or continuous periods of time
- Ability to bend, stretch, twist, or reach out with one's body, arms, and/or legs
- Ability to climb staircases, ladders, and/or step stools
- Ability to push gurneys and book carts

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### **KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**

#### **Knowledge**

Some knowledge of:

- \*on-line library systems
- \*reference services and resource policies, procedures, and practices
- \*library cataloging and classification procedures
- use of library equipment and materials
- library circulation practices and procedures
- library organization, procedures, policies, and objectives
- applicable computer software packages and applications
- \*collection development techniques and methods

Knowledge of applicable City and department policies, procedures, rules, and regulations

Other knowledge as required for successful performance in the Library Associate class

#### **Skills**

- \*ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- \*ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- \*CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- \*COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- INSTRUCTING - Teach others how to do something
- \*SERVICE ORIENTATION - Actively look for ways to help people

Other skills as required for successful performance in the Library Associate class

#### **Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand

- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns
- ORGANIZE INFORMATION - Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations)

Other abilities as required for successful performance in the Library Associate class

**Other Work Requirements**

- INITIATIVE - Demonstrate willingness to take on job challenges
- COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

Other characteristics as required for successful performance in the Library Associate class

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources  
April, 2013



Code: 0506  
Family: Library  
Service: Administrative  
Group: Clerical, Accounting and General Office  
Series: Library

## CLASS TITLE: LIBRARIAN II

### CHARACTERISTICS OF THE CLASS

Under supervision, performs fully functional professional library work as the first assistant of a small branch library (e.g., children's or adult services librarian or librarian responsible for a specific subject collection), and performs related duties as required

### ESSENTIAL DUTIES

- Develops, coordinates, and administers library programs and services (e.g., library orientation tours, book festivals)
- Oversees library collections and facilities, recommends acquisition of new materials, repairs or discards materials as required, and prepares reading lists, bibliographies, and annotations for library collections
- Performs collection maintenance activities including shelving and purging of library materials
- Assists library patrons in using facility resources including the catalog of library materials, indexes and reference materials
- Responds to questions and requests for information, which may include specialized bibliographic research work
- Conducts research on bibliographic data using library databases and the Internet
- Classifies and catalogs books, pamphlets, and other library materials, as required
- Promotes and coordinates library programs, services and exhibits (e.g., designing flyers or displays, visiting area schools and community organizations)
- Trains and supervises other librarians and library personnel
- Processes interlibrary loans, reserves and holds for requested materials
- Ensures the orderly physical condition of library facilities

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### MINIMUM QUALIFICATIONS

#### Education, Training, and Experience

- Graduation from an accredited American Library Association college or university with a Master's degree in Library Science or an approved foreign credential evaluation plus one year of professional library experience.

#### Licensure, Certification, or Other Qualifications

- None

### WORKING CONDITIONS

- Public library environment

### EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)

- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, scanner)
- **PHYSICAL REQUIREMENTS**
- Some lifting (up to 25 pounds) is required
- Ability to stand for extended or continuous periods of time
- Ability to bend, stretch, twist, or reach out with one's body, arms, and/or legs
- Ability to climb staircases, ladders, and/or step stools
- Ability to push gurneys and book carts

## **KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**

### **Knowledge**

Moderate knowledge of:

- \*on-line library systems
- \*reference services and resource policies, procedures, and practices
- \*library cataloging and classification procedures
- use of library equipment and materials
- library organization, procedures, policies, and objectives
- library circulation practices and procedures
- specialized library programs and services
- applicable computer software packages and applications
- \*collection development techniques and methods

Some knowledge of:

- trends in library resources
- book market, trade bibliographies, and other library tools and selections

Knowledge of applicable City and department policies, procedures, rules, and regulations

Other knowledge as required for successful performance in the Librarian I class

### **Skills**

- \*ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- \*ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- \*CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- \*COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- INSTRUCTING - Teach others how to do something
- \*SERVICE ORIENTATION - Actively look for ways to help people

Other skills as required for successful performance in the Librarian I class

**Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns

Other abilities as required for successful performance in the Librarian I class

**Other Work Requirements**

- INITIATIVE - Demonstrate willingness to take on job challenges
- COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

Other characteristics as required for successful performance in the Librarian I class

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources  
April, 2013



Code: 0574  
Family: Library  
Service: Administrative  
Group: Clerical, Accounting and General Office  
Series: Library

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## **CLASS TITLE: LIBRARIAN III**

### **CHARACTERISTICS OF THE CLASS**

Under general supervision, supervises and performs professional librarian duties as head of a small to medium size branch library or as first assistant of a large branch, or maintains a specific subject collection at a central or regional library, and performs related duties as required

### **ESSENTIAL DUTIES**

- Trains, supervises and evaluates the performance of library staff
- Coordinates and participates in staff training and development
- Evaluates programs, services, and collections and implements improvements to meet patron needs
- Administers budgets for collections, programs, and services
- Oversees library collections, classifies and catalogs collections, processes new and purges existing library materials, and prepares reading lists, bibliographies, and annotations for library collections
- Performs collection maintenance activities including shelving and purging library materials
- Resolves complex reference and research problems
- Promotes library programs and services, develops informational materials, and works with schools, community groups, and civic organizations
- Writes grants to seek outside support for library programs, as required
- Ensures the orderly physical condition of facilities including security and custodial issues
- Interprets library policies, procedures, and regulations to staff and the general public
- Supervises the preparation of statistical records and reports
- Conducts research on bibliographic data using library databases and the Internet

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Graduation from an accredited American Library Association college or university with a Master's degree in Library Science or an approved foreign credential evaluation plus two years of professional library experience.

#### **Licensure, Certification, or Other Qualifications**

- None

### **WORKING CONDITIONS**

- Public library environment

- MANAGEMENT OF MATERIAL RESOURCES - Obtain and see to the appropriate use of equipment, facilities, and materials needed to do certain work
- MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job
- INSTRUCTING - Teach others how to do something
- \*SERVICE ORIENTATION - Actively look for ways to help people
- \*JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Other skills as required for successful performance in the Librarian II class

#### **Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- COME UP WITH IDEAS - Come up with a number of ideas about a topic

Other abilities as required for successful performance in the Librarian II class

#### **Other Work Requirements**

- PERSISTENCE - Persist in the face of obstacles on the job
- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

Other characteristics as required for successful performance in the Librarian II class

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

## **EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, scanner)

## **PHYSICAL REQUIREMENTS**

- Some lifting (up to 25 pounds) is required
- Ability to stand for extended or continuous periods of time
- Ability to bend, stretch, twist, or reach out with one's body, arms, and/or legs
- Ability to climb staircases, ladders, and/or step stools
- Ability to push gurneys and book carts

## **KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**

### **Knowledge**

Considerable knowledge of:

- \*on-line library systems
- \*reference services and resource policies, procedures, and practices
- \*library cataloging and classification procedures
- use of library equipment and materials
- \*library organization, procedures, policies, and objectives
- \*library circulation practices and procedures
- specialized library programs and services
- applicable computer software packages and applications
- \*collection development techniques and methods

Moderate knowledge of:

- trends in library resources
- \*book market, trade bibliographies, and other library tools and selections

Some knowledge of:

- \*supervisory methods, practices, and procedures

Knowledge of applicable City and department policies, procedures, rules, and regulations

Other knowledge as required for successful performance in the Librarian II class

### **Skills**

- \*ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- \*ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- \*CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems

**CODE: 0574**  
**CLASS TITLE: LIBRARIAN III**

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City of Chicago  
Department of Human Resources  
April, 2013



Code: 0579  
Family: Library  
Service: Administrative  
Group: Clerical, Accounting and General Office  
Series: Library

## CLASS TITLE: LIBRARIAN IV

### CHARACTERISTICS OF THE CLASS

Under general supervision, serves as head of a subject division, a large branch, or a section involving system-wide services, and performs related duties as required

### ESSENTIAL DUTIES

- Conducts surveys of existing and potential community needs and determines resources and services to be developed in meeting those needs
- Trains, supervises, and evaluates staff providing services to patrons
- Develops promotional materials (e.g., reading lists, programs, displays, exhibits) to stimulate interest in library collections and programs
- Directs and coordinates the development and maintenance of subject collections to meet the needs of a large metropolitan library or neighborhood community
- Manages and directs the expenditure of funds for books and materials
- Oversees organization and quality of library collections (e.g., ordering and book selection, classifying, cataloging, rebinding, discarding, or withdrawal of materials)
- Performs collection maintenance activities including shelving and purging of library materials
- Resolves difficult and unusual questions in specialized areas
- Supervises the maintenance and upkeep of departmental records and statistics
- Interprets library procedures, policies, and regulations to staff and the general public
- Develops special bibliographic tools (e.g., indexes of local materials and City history)
- Prepares periodic, special, and annual reports on departmental activities
- Accesses library databases and the Internet for research and reference functions
- Represents the library at community and civic meetings and serves as liaison with area schools
- Solicits grant funding to develop or expand library programs and services, as required
- Ensures the orderly physical condition of facilities including security and custodial issues

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### MINIMUM QUALIFICATIONS

#### **Education, Training, and Experience**

- Graduation from an accredited American Library Association college or university with a Master's degree in Library Science or an approved foreign credential evaluation, plus three years of professional library experience, of which one year is in a supervisory role related to the responsibilities of the position.

#### **Licensure, Certification, or Other Qualifications**

- None

## **WORKING CONDITIONS**

- Public library environment

## **EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, scanner)

## **PHYSICAL REQUIREMENTS**

- Some lifting (up to 25 pounds) is required
- Ability to stand for extended or continuous periods of time
- Ability to quickly bend, stretch, twist, or reach out with one's body, arms, and/or legs
- Ability to climb staircases, ladders, and/or step stools
- Ability to push gurneys and book carts

## **KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**

### **Knowledge**

Advanced knowledge of:

- \*on-line library systems
- \*reference services and resource policies, procedures, and practices
- \*library cataloging and classification procedures
- \*use of library equipment and materials
- \*library organization, procedures, policies, and objectives
- \*library circulation practices and procedures
- specialized library programs and services
- applicable computer software packages and applications
- \*collection development techniques and methods
- \*book market, trade bibliographies, and other library tools and selections

Considerable knowledge of:

- trends in library resources

Moderate knowledge of:

- \*supervisory methods, practices, and procedures

Some knowledge of:

- \*library administration

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Other knowledge as required for successful performance in the Librarian III class

### **Skills**

- \*ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making

- \*ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- \*CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- MANAGEMENT OF MATERIAL RESOURCES - Obtain and see to the appropriate use of equipment, facilities, and materials needed to do certain work
- \*MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job
- \*COORDINATION WITH OTHERS – Adjust actions in relation to others' actions
- INSTRUCTING - Teach others how to do something
- \*SERVICE ORIENTATION - Actively look for ways to help people
- \*SOCIAL PERCEPTIVENESS - Demonstrate awareness of others' reactions and understand why they react as they do
- \*JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Other skills as required for successful performance in the Librarian III class

#### **Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- COME UP WITH IDEAS - Come up with a number of ideas about a topic
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other abilities as required for successful performance in the Librarian III class

#### **Other Work Requirements**

- PERSISTENCE – Persist in the face of obstacles on the job
- INITIATIVE – Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude

- CONCERN FOR OTHERS – Demonstrate sensitivity to others' needs and feelings and be understanding and helpful on the job
- SOCIAL ORIENTATION - Prefer to work with others rather than alone and being personally connected with others on the job
- SELF-CONTROL – Maintain composure, keep emotions in check even in very difficult situations, control anger, and avoid aggressive behavior
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- INDEPENDENCE – Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

Other characteristics as required for successful performance in the Librarian III class

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources  
April, 2013



Code: 0527  
Family: Library  
Service: Administrative  
Group: Clerical, Accounting and General Office  
Series: Library

## **CLASS TITLE: LIBRARY DIVISION CHIEF**

### **CHARACTERISTICS OF THE CLASS**

Under direction, functions at the managerial level, directing the operations of a major division within the Chicago Public Library and performs related duties as required

### **ESSENTIAL DUTIES**

- Directs and evaluates professional and paraprofessional staff engaged in developing and administering division programs and services, providing reference assistance to patrons, and developing the division's collection of books and materials
- Evaluates the quality and effectiveness of division services and implements modifications to improve operations
- Oversees the development of new programs to meet the needs of library patrons
- Participates in long range planning and in the development and interpretation of library policies and procedures
- Prepares the division's annual operations and personnel budgets and monitors expenditures ensuring fiscal responsibility
- Oversees personnel administration activities for division staff
- Assesses training needs, coordinates staff development programs and mentors staff through in-service training, seminars, and conferences
- Identifies alternative funding sources (e.g., grants) to fund division programs
- Analyzes reports on patron usage of programs and services and uses findings to plan programs and allocate resources
- Creates and/or works with public information campaigns to increase awareness and utilization of library's collections and programs
- Establishes and maintains partnerships with city agencies and local organizations (e.g., civic and cultural institutions, schools) in order to promote library use and programs
- May oversee the circulation of materials and establishes policies for the lending of special collections
- May participate in the development of service contracts for vendors supplying division books and materials

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Graduation from an accredited American Library Association college or university with a Master's degree in Library Science or an approved foreign credential evaluation plus five years of professional library experience of which three years are in a supervisory role related to the responsibilities of the position.

**Licensure, Certification, or Other Qualifications**

- None

**WORKING CONDITIONS**

- General office environment

**EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, scanner)

**PHYSICAL REQUIREMENTS**

- No specific requirements

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS****Knowledge**

Comprehensive knowledge of:

- \*applicable department policies, procedures, rules and regulations
- \*management and supervisory methods, practices and procedures
- \*the use of equipment and materials specific to your job
- \*library administration
- \*library organization, procedures, policies, and objectives
- \*trends in library resources
- \*the book market, trade bibliographies and other library tools and selections
- \*collection development techniques and methods
- \*reference services and resource policies, procedures and practices
- \*the methods and techniques used to plan and organize events (e.g., artistic performances, exhibits, etc.)
- \*grant administration policies, methods, practices and procedures
- \*budget preparation and analysis

Considerable knowledge of:

- \*applicable federal, state and local laws, statues, regulations and guidelines
- \*applicable computer software packages and applications
- \*on-line library systems
- \*specialized library programs and services
- \*marketing and promotional strategies

Moderate knowledge of:

- \*circulation practices and procedures

Knowledge of applicable City and department policies, procedures, rules, and regulations

Other knowledge as required for successful performance in the Librarian IV class

**Skills**

- \*ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- \*CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- \*MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- \*COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- TIME MANAGEMENT – Manage one's own time or the time of others
- \*SERVICE ORIENTATION - Actively look for ways to help people
- \*SOCIAL PERCEPTIVENESS - Demonstrate awareness of others' reactions and understand why they react as they do
- \*JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Other skills as required for successful performance in the Librarian IV class

**Abilities**

- \*COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- \*SPEAK - Communicate information and ideas in speaking so others will understand
- \*COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- \*WRITE - Communicate information and ideas in writing so others will understand
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns

Other abilities as required for successful performance in the Librarian IV class

**Other Work Requirements**

- STAMINA – Demonstrate energy and stamina to accomplish work tasks
- \*LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- \*ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- INNOVATION - Think creatively about alternatives to come up with new ideas for and answers to work-related problems
- \*ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

Other characteristics as required for successful performance in the Librarian IV class

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**CODE: 0527**

**CLASS TITLE: LIBRARY DIVISION CHIEF**

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

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\* May be required at entry.

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City of Chicago  
Department of Human Resources  
June, 2012

# LIBRARY

## Department Description and Mission

The Houston Public Library's (HPL) Mission Statement: We link people to the world. We do so through a broadly defined platform of educational, recreational and cultural programs and services for persons of all ages, ethnicities, and life stages throughout Houston and the surrounding region.

### Short-Term Goals

Houston Public Library's short term goals are designed to support three of the Mayor's five city wide priorities: Quality of Life, Fiscal Responsibility and Jobs & Sustainable Development.

Specifically, the Houston Public Library will continue to provide resources, services and programs that our customers need, which focus on our four primary service priorities:

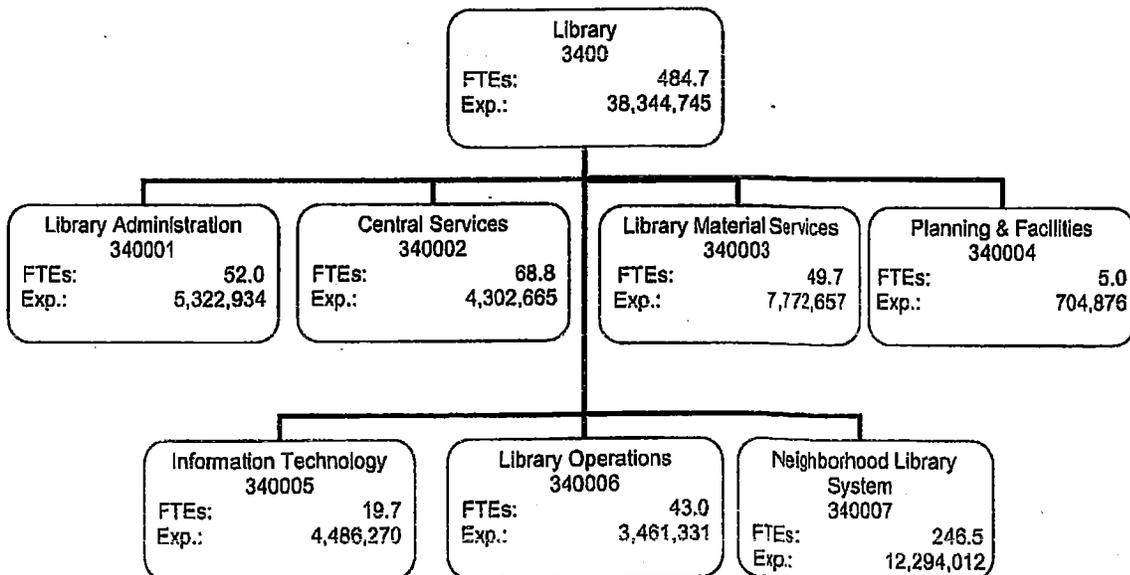
- Support for Student Success;
- Workforce Development;
- Technology Access and Instruction;
- Literacy Advancement.

We also intend to complete a strategic planning process in FY2014, which will help us define service priorities, service implementation strategies and organizational goals for the next several years.

### Long-Term Goals

- Continue to implement an extraordinary customer service experience through ongoing training and accountability throughout the organization.
- Continue to develop partnerships with other City departments and community organizations in an effort to provide greater and more efficient services.
- Provide a broad variety of services, guided by our four primary service priorities, that best meet the needs of the local communities in which our libraries are located.
- Increase awareness of library service offerings.
- Implement strategic and facility plan recommendations.

## Department Organization





# CITY OF HOUSTON # 28,210 - # 57,382

## JOB DESCRIPTION

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Job Code: 902.2

Job Title: **LIBRARIAN I**

Pay Grade: 16

### **GENERAL SUMMARY:**

Performs professional library work. Provides professional reference services and dissemination of information to library patrons.

### **RESPONSIBILITIES:**

- Provides reference services for library patrons and other libraries including phone questions and in-person requests that range from ready reference to in-depth research, and may require use of on-line databases.
- Interprets and teaches use of basic indexes, directories, guides, business services, files, catalogs, etc. in response to clients' information needs.
- Performs Collection Development for an assigned discipline under the general direction of the unit manager.
- Provides Readers' Advisory functions for library patrons.
- Performs original cataloguing and copy cataloguing of all library materials.
- Provides instruction on reference methods and sources and promotes usage of library facilities.
- Prepares and maintains various data files and statistical reports, including bank deposits, equipment inventory, library utilization, etc.
- Performs miscellaneous tasks as assigned.

### **SPECIFICATIONS:**

#### **KNOWLEDGE AND EXPERIENCE:**

Requires a Master's of Library Science degree from a school accredited by American Library Association (ALA). No experience is required.

OR

Requires a Bachelor's degree plus 18 hours toward a Master's of Library Science degree from a school accredited by ALA and one year of professional library experience. A Master's of Library Science degree must be completed within two years from being hired into this classification.

#### **COMPLEXITY:**

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and precedents.

## **SPECIFICATIONS: (continued)**

### **IMPACT OF ACTIONS:**

Errors in work lead to minor inconvenience and incur some costs. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

No direct report employees.

#### **Indirect Supervision:**

No indirect reports.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with professionals and supervisors. Interaction involves routine information exchange and/or simple service activity requiring common courtesies; e.g., answering questions, giving directions in response to simple requests.

#### **External Contacts:**

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

### **PHYSICAL EFFORT:**

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

### **WORK ENVIRONMENT:**

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

### **PHYSICAL SKILL:**

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

### **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

### **JOB FAMILY:**

- Librarian I
- Librarian II
- Librarian III
- Librarian IV
- Librarian V
- Library Chief

*Effective: October 1990*  
*Revised: September 2004*



# CITY OF HOUSTON <sup>#36,114 - \$75,036</sup>

## JOB DESCRIPTION

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Job Code: 902.4

Job Title: **LIBRARIAN II**

Pay Grade: 21

### **GENERAL SUMMARY:**

Performs professional library work. Provides reference services for library patrons, cataloguing, collection management, Readers' Advisory and may serve as a small unit manager or assistant manager in a larger unit.

### **RESPONSIBILITIES:**

- Acts as working supervisor of Branch activities in the absence of the Branch Manager, or serves as the Branch Manager of a small branch library.
- Supervises staff, including scheduling and evaluation.
- Plans and implements a full range of library services for children.
- As Senior Reference Librarian, provides reference services for library patrons and other libraries. May also serve as consultant to other libraries.
- Interprets and teaches use of complex indexes, directories, guides, business services, government documents in response to clients' information needs.
- Performs Collection Development for an assigned discipline, including reviewing, selecting, ordering, weeding and relocation of items.
- Prepares bibliographies and readers guides.
- Provides instruction on reference methods and sources and promotes usage of library facilities.
- Performs original cataloguing and copy cataloguing of all library materials.
- Performs community relations activities and programs.
- Performs miscellaneous tasks as assigned.

### **SPECIFICATIONS:**

#### **KNOWLEDGE AND EXPERIENCE:**

Requires a Master's of Library Science degree from a school accredited by American Library Association (ALA) and one year of experience as a librarian.

OR

Requires a Bachelor's degree plus 18 hours toward a Master's of Library Science degree from a school accredited by ALA and two years of professional library experience. A Master's of Library Science degree must be completed within two years from being hired into this classification.

## **SPECIFICATIONS: (continued)**

### **COMPLEXITY:**

Work requires the direct application of a variety of procedures, policies and/or precedents. Moderate analytic ability is required in applying guidelines, policies and precedents, and in adapting standard methods to fit facts and conditions.

### **IMPACT OF ACTIONS:**

Errors in work lead to minor inconvenience and incur some costs. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

Involves scheduling, supervision and evaluation of work as a "first-line supervisor", recommends personnel actions, such as hiring, terminations, pay changes of non-supervisory personnel.

#### **Indirect Supervision:**

No indirect reports.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with professionals and supervisors. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

#### **External Contacts:**

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

### **PHYSICAL EFFORT:**

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

### **WORK ENVIRONMENT:**

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

### **PHYSICAL SKILL:**

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

### **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

### **JOB FAMILY:**

Librarian I  
Librarian II  
Librarian III  
Librarian IV  
Librarian V  
Library Chief

*Effective: October 1990*

*Revised: September 2004*



# CITY OF HOUSTON \$40,196 - \$84,188

## JOB DESCRIPTION

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Job Code: 902.5

Job Title: **LIBRARIAN III**

Pay Grade: 23

### **GENERAL SUMMARY:**

Performs professional library work. Manages branch unit and/or serves as Assistant Manager in a library unit.

### **RESPONSIBILITIES:**

- Manages all day-to-day operations of a divisional unit.
- Participates in the allocation of assigned budget and monitors expenditures.
- Recruits, trains, evaluates and counsels department staff.
- Prepares statistical and narrative reports for management presentation.
- As Senior Reference Librarian, provides reference services for library patrons and other libraries. May also serve as consultant to other libraries.
- Interprets and teaches use of complex indexes, directories, guides, business services, files, catalogs, etc. in response to clients' information needs.
- Coordinates and supervises Collection Development within established budget guidelines, providing feedback and evaluation as appropriate.
- Performs community activities and programs.
- Analyzes community and develops and implements marketing plan to promote the library.
- Performs original cataloguing and classifies all library materials.
- Performs administrative tasks as assigned.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires application of advanced principles, techniques and theory in a professional discipline or thorough general business management knowledge. Knowledge of this level is typically obtained through a Master's degree or equivalent formal training in a recognized field of specialization that is directly related to the type of work being performed. Requires Master of Library Science degree from a school accredited by the American Library Association.

## **SPECIFICATIONS: (continued)**

### **EXPERIENCE:**

Three years of experience as a librarian are required, including one year of management experience.

### **COMPLEXITY:**

Work is somewhat complex and varied, and may require the simple interpretation of technical and detailed guidelines, policies and procedures.

### **IMPACT OF ACTIONS:**

Errors in work lead to minor inconvenience and incur some costs. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

Involves scheduling, supervision and evaluation of work as an Assistant Manager or the equivalent over the first-line supervisors (and non-supervisors, if applicable). This position has significant input on personnel actions, such as hiring, terminations and pay changes.

#### **Indirect Supervision:**

Involves supervision and evaluation of work as an Assistant Manager or the equivalent.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with professionals and supervisors. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

#### **External Contacts:**

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires considerable tact and cooperation involving somewhat sensitive issues or problems.

### **PHYSICAL EFFORT:**

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

### **WORK ENVIRONMENT:**

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

### **PHYSICAL SKILL:**

Requires the ability to make simple gross motor responses within large tolerances.

### **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

### **JOB FAMILY:**

Librarian I  
Librarian II  
Librarian III  
Librarian IV  
Librarian V  
Library Chief



# CITY OF HOUSTON

#44,772 #94,588

## JOB DESCRIPTION

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Job Code: 902.6

Job Title: **LIBRARIAN IV**

Pay Grade: 25

### **GENERAL SUMMARY:**

Manages the activities of a regional cluster of branch libraries or a major divisional unit. Performs professional library functions.

### **RESPONSIBILITIES:**

- Coordinates activities involving a regional cluster of branch libraries.
- Manages all day-to-day operations of the divisional unit.
- Develops budget requirements and monitors expenditures.
- Develops and implements departmental goals; establishes priorities and evaluates performance standards.
- Recruits, trains, evaluates and counsels unit staff.
- Prepares management reports.
- Provides specialized technical knowledge or subject expertise to the library department.
- Performs community relations activities and promotes the library department.
- Assists with special projects as requested.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires application of advanced principles, techniques and theory in a professional discipline or thorough general business management knowledge. Knowledge of this level is typically obtained through a Master's degree or equivalent formal training in a recognized field of specialization that is directly related to the type of work being performed. Requires Master of Library Science degree from a school accredited by the American Library Association.

#### **EXPERIENCE:**

Four years of experience as a librarian are required, including at least one year of management experience.

#### **COMPLEXITY:**

Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination. Analytic ability is needed to gather and interpret data where answers can be found only after careful analysis of several facts.

## **SPECIFICATIONS: (continued)**

### **IMPACT OF ACTIONS:**

Errors in work cause some expense and inconvenience. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

Involves scheduling, supervision and evaluation of work as a Manager or the equivalent over the Assistant Managers or first-line supervisors. This position has significant levels of input as it pertains to personnel actions such as hirings, terminations and pay changes.

#### **Indirect Supervision:**

Involves supervision and evaluation of work as an Assistant Manager or the equivalent.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with professionals and supervisors. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

#### **External Contacts:**

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires substantial sensitivity and cooperation; e.g., lower-level problem resolution, providing information to citizens who from time to time may be irate.

### **PHYSICAL EFFORT:**

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

### **WORK ENVIRONMENT:**

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

### **PHYSICAL SKILL:**

Requires the ability to make simple gross motor responses within large tolerances.

### **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

### **JOB FAMILY:**

- Librarian I
- Librarian II
- Librarian III
- Librarian IV
- Librarian V
- Library Chief

Effective: October 1990  
Revised: December 1993



# CITY OF HOUSTON

\$50,050 - \$106,548

## JOB DESCRIPTION

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Job Code: 903.2

Job Title: **LIBRARIAN V**

Pay Grade: 27

### **GENERAL SUMMARY:**

Manages the daily services and activities of a major library section.

### **RESPONSIBILITIES:**

- Manages daily operational supervision and coordination and ensures achievement of long- and short-term goals.
- Participates in the development of long- and short-range business plans for Library services, expansion, innovation and capital improvements.
- Assists in selection, training, and performance evaluation of library personnel.
- Interprets and advises library policy and procedures for the general public, community groups, schools, etc.
- Prepares monthly, annual, and/or special reports and may write grant applications.
- Develops effective library services and outreach programs for the community served.
- Provides technical assistance to staff in other units and divisions of the library.
- Participates in and may direct some part of the development and implementation of library budget plans.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires application of advanced principles, techniques and theory in a professional discipline or a thorough general business management knowledge. Knowledge of this level is typically obtained through a Master's degree or equivalent formal training in a recognized field of specialization that is directly related to the type of work being performed.

#### **EXPERIENCE:**

Four years of experience as a librarian are required, including two with management responsibility.

#### **COMPLEXITY:**

Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination. Analytic ability is needed to gather and interpret data where answers can be found only after careful analysis of several facts.

## **SPECIFICATIONS (continued):**

### **IMPACT OF ACTIONS:**

Errors could lead to moderate expenses and inconveniences. The incumbent generally receives general direction, working from broad goals and policies only. The individual may participate heavily in setting his/her own work objectives.

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

Involves scheduling, supervision and evaluation of work as an Assistant Manager or the equivalent over the first-line supervisors (and non-supervisors, if applicable). This position has significant input on personnel actions, such as hiring, terminations and pay changes.

#### **Indirect Supervision:**

Involves supervision and evaluation of work as an Assistant Manager or the equivalent.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with Managers and Assistant Directors. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

#### **External Contacts:**

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires substantial sensitivity and cooperation; e.g., lower-level problem resolution, providing information to citizens who from time to time may be irate.

### **PHYSICAL EFFORT:**

The position is physically comfortable; the individual has discretion about walking, standing, etc.

### **WORK ENVIRONMENT:**

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

### **PHYSICAL SKILL:**

Requires the ability to make simple gross motor responses within large tolerances.

### **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

### **JOB FAMILY:**

- Librarian I
- Librarian II
- Librarian III
- Librarian IV
- Librarian V
- Library Chief

*Effective: October 1990  
Revised: December 1993*



# CITY OF HOUSTON

# 56,238 - #120,640

## JOB DESCRIPTION

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Job Code: 903.3

Job Title: **LIBRARY CHIEF**

Pay Grade: 29

### **GENERAL SUMMARY:**

Plans, organizes and supervises the daily services and activities of a major library section such as the Central Library, branch system or a technical processing center.

### **RESPONSIBILITIES:**

- Supervises the daily library operations, services and activities including budgets & capital improvements, human resources, facility maintenance and building programs, and administrative budgets/reports and grants.
- Promotes internal and external goodwill and understanding of the library services and projects.
- Prepares and implements plans for improvement and expansion of library services.
- Advises the Assistant Director of departmental progress and problems through monthly or quarterly reports and provides recommendations and solutions.
- Coordinates library services and activities with other City departments.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires application of advanced principles, techniques and theory in a professional discipline or a thorough general business management knowledge. Knowledge of this level is typically obtained through a Master's degree or equivalent formal training in a recognized field of specialization that is directly related to the type of work being performed.

#### **EXPERIENCE:**

Five years of experience as a librarian are required, including three with management responsibility.

#### **COMPLEXITY:**

Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination. Analytic ability is needed to gather and interpret data where answers can be found only after careful analysis of several facts.

#### **IMPACT OF ACTIONS:**

Errors in work could lead to significant expense and inconvenience. The incumbent generally receives general direction, working from broad goals and policies only. The individual may participate heavily in setting his/her own work objectives.

## **SPECIFICATIONS: (continued)**

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

Involves scheduling, supervision and evaluation of work as a Manager or the equivalent over the Assistant Managers or first-line supervisors. This position has significant levels of input as it pertains to personnel actions, such as hiring, terminations, and pay changes.

#### **Indirect Supervision:**

Involves supervision and evaluation of work as a Manager or the equivalent.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with Managers and Assistant Directors. Interaction requires substantial sensitivity and cooperation; e.g., basic project interaction.

#### **External Contacts:**

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires substantial sensitivity and cooperation; e.g., lower-level problem resolution, providing information to citizens who from time to time may be irate.

### **PHYSICAL EFFORT:**

The position is physically comfortable; the individual has discretion about walking, standing, etc.

### **WORK ENVIRONMENT:**

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

### **PHYSICAL SKILL:**

Requires the ability to make simple gross motor responses within large tolerances.

### **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

### **JOB FAMILY:**

- Librarian I
- Librarian II
- Librarian III
- Librarian IV
- Librarian V
- Library Chief

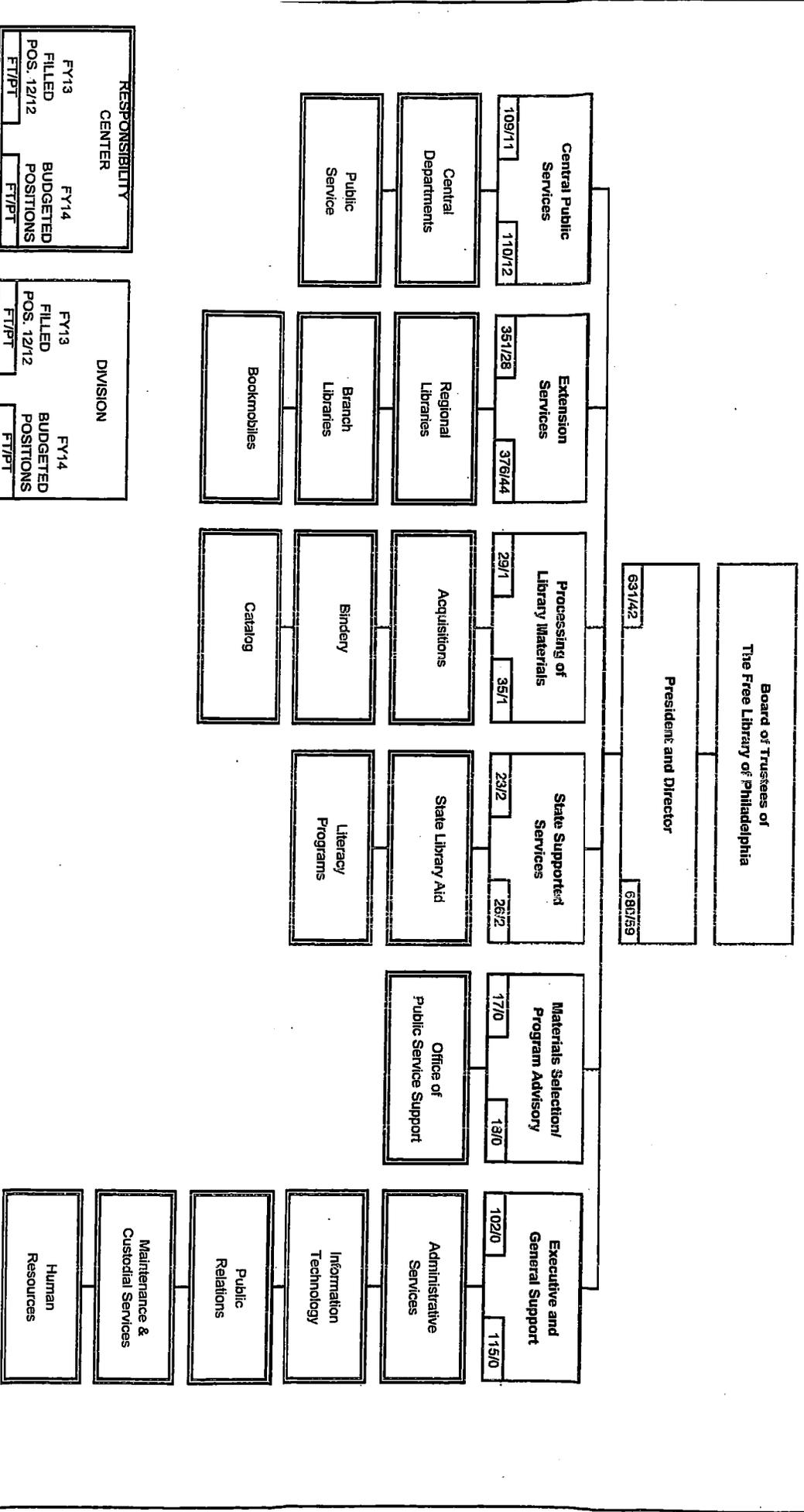
*Effective: October 1990*  
*Revised: December 1993*

# CITY OF PHILADELPHIA

## FISCAL 2014 OPERATING BUDGET

## ORGANIZATION CHART

Department: Free Library of Philadelphia No. 52



**RESPONSIBILITY CENTER**  
 FY13 FILLED POS. 12/12 FT/PT  
 FY14 BUDGETED POSITIONS FT/PT

**DIVISION**  
 FY13 FILLED POS. 12/12 FT/PT  
 FY14 BUDGETED POSITIONS FT/PT

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**CITY OF PHILADELPHIA PERSONNEL DEPARTMENT**

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**9B62**  
**ADMINISTRATIVE LIBRARIAN 2**

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**GENERAL DEFINITION**

This is library management work with responsibility for directing, through subordinate supervisors, the technical or public services operations for a major function of a large municipal library system. Employees in this class set and implement policies for a processing, branch extensions, central public services, collection development, or a public service support division. Work includes evaluating existing programs, services, and functions, coordinating the activities and functions of subordinate divisions, and determining staffing needs. This position is different from the lower level position because of the responsibility of establishing and implementing divisional policies and procedures. Employees in this class report to the Deputy Director.

**ALLOCATING FACTORS:** (The following conditions must be met for a position to be allocated to this class.)

1. This position must head one of the Public Service divisions or the Processing Division within the Free Library.
2. The position must be responsible for directing, through subordinate supervisors, a technical or public services operation.

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**TYPICAL EXAMPLES OF WORK (ILLUSTRATIVE ONLY)**

- Directs, through subordinate supervisors, the review and evaluation of library services, operations, procedures, programs, policies, goals and objectives through review of reports, and special analyses on a continual basis; compares them with standard library procedures and practices and with library objectives and goals; prepares recommendations for changes to revise existing operations and programs, provides for new programs and hours of service to meet library objectives and goals; implements changes.
- Establishes divisional policies and procedures for the acquisition, cataloging, collection care, preservation, restoration, organization, physical preparation, and maintenance of library materials intended for public use; ensures operational conformance to technical standards, the application of computerized technology and the systematic and efficient flow of library materials; evaluates automated system applications for use in the divisions; evaluates the products and services of library materials vendors; prepares contracts and deals with vendors of on-line services.
- Works with administrative staff to formulate general library policies, budgets, procedures, organization, and goals, priorities and objectives; serves on Director's Advisory Council and administrative committees.
- Develops and implements procedures to coordinate the function to which assigned with other library and administrative functions; oversees the preparation of information for outside funding proposals; reviews and approves work schedules; supervises, through subordinate supervisors, the

- hiring, recruiting, discipline of employees.
- Participates, analyzes and provides input for capital and operating budgets; locates any financial discrepancies on materials budget; allocates appropriations to program areas of responsibility; prepares, reviews and approves requisitions for materials, equipment and supplies for divisional use; manages operating or materials budget for division; determines library materials budget for various collections, prepares annual and other reports for the division.
  - Represents the Free Library at professional conferences and meetings on technical services practices.
  - Speaks before community, school and other groups to describe services and functions of the library and to stimulate reading interests; meets with community groups in the planning process for provision of services to explain library's objectives and to ascertain community views on services offered and the location of branches and regional libraries.
  - Develops library materials collection throughout the library system; sets standards for collection development and maintenance; determines trends in reader choices.
  - Directs library material acquisitions, cataloging and classification operations, and the physical maintenance of material through subordinate supervisors; researches, evaluates, and implements library material processing methods, equipment, and procedures; determines processing policy.
  - Reviews and evaluates library services, operations, procedures, programs, goals and objectives from personnel observation, written and oral reports and special analyses; compares them with standard library procedures and practices and with library objectives and goals; evaluation of children, young adult, and adult services throughout the library system; develops standards for removal and transfer of unwanted library materials; prepares recommendations for changes to revise existing operations to meet library objectives and goals; implements approved changes.
  - Works with administrative staff to formulate general library policies, budgets, procedures, organization and goals, priorities and objectives; confers with other division chiefs and administrators to plan for the provision of public services in the most efficient manner.
  - Evaluates automated systems applications for use in the division; prepares contracts and deals with vendors of on-line services.
  - Works with contract architect on layout and design of new facilities or redesign of existing facilities to provide better services; collaborates with architects for building renovations.
  - Conducts site-visits to observe physical condition of facilities, adequacy of staffing, opening and closing schedules, and provision of services.
  - Performs related work as required.

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## REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

### KNOWLEDGE OF:

- management principles and practices and their application in solving library operational problems.
- the principles, techniques and procedures of large public library operations and organizations.
- modern concepts of technical services, building planning, library design, space utilization and evaluation of equipment needed for effective work flow utilization and distribution of library materials.
- public and private funding available for library services and programs.
- publishing industry, bibliographic network, and vendor services related to technical services.
- methods of preparation of budget requests and requests for grants.

- o methods and practices for development, supervising and training of staff.
- o effective methods of promotion of services and programs in the community to achieve library objectives.
- o methods and techniques for assessing public needs for library services and for evaluating library services and programs in relation to these needs.
- o the principles, methods, and techniques used in the acquisition, cataloging, classification, and maintenance of library materials.
- o computer networks, hardware and software used in library operations.

**ABILITY TO:**

- o analyze and evaluate library services and to make recommendations to provide library programs to meet public needs.
- o present ideas effectively, both orally and in writing
- o establish and maintain effective working relationships with associates, community organizations and the general public.
- o analyze, manage, and allocate funds for division budgets.

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**MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE**

(The following statement represents the minimum training and experience standards which will be used to admit or reject applicants for tests. Applications submitted by candidates for this class will be reviewed based on training and experience requirements as approved on 5/95.)

**1. EDUCATION:**

Possession of a fifth year degree from an accredited school of library science;

**AND****2. GENERAL EXPERIENCE:**

Four years of librarian experience;

**AND****3. SPECIFIC EXPERIENCE:**

Two years of library experience at the second supervisory level and one year of experience at the Administrative Librarian level;

or

Two years of librarian experience at the second supervisory level and two years of experience managing a major reference and information department or managing a regional library.

**PHYSICAL AND MEDICAL REQUIREMENTS**

- Ability to physically perform the duties and to work in the environmental conditions required of a position in this class.

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**PAY RANGE: EP25**

**Class Established:** 7/77

**Latest Spec. Revision:**  
**CSC:** 2/03, **Ad Board:** 7/03

TB/sb

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**END OF JOB CLASS SPECIFICATION - 9B62**

## CITY OF PHILADELPHIA PERSONNEL DEPARTMENT

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# 9B61

## ADMINISTRATIVE LIBRARIAN 1

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### GENERAL DEFINITION

This is second supervisory level library administration work directing, through subordinate supervisors, the technical or public service operations of a section within a division of the municipal library system. Employees in this class evaluate present library services, operations, and vendor products recommend programs, goals, policies, and changes in existing programs, and represent the library at community events. Work is performed under the direction of higher level library administrator.

**ALLOCATING FACTORS:** (The following conditions must be met for a position to be allocated to this class.)

1. The position must perform the work in the City's Free Library.
2. The position must direct, through subordinate supervisors, technical or public services or library services for the City's municipal library system.

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### TYPICAL EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

- Supervises subordinate staff; ascertains that work is being performed in accordance with library standards and objectives; recommends changes in work assignments to meet standards and objectives; supervises the preparation of materials ordered, examines both purchase request and determines funds or budget categories; confers with publishers, salesmen and agents to determine where purchases can be made and to obtain base prices and services.
- Plans the staffing, organization and workflow of major technical service activities; develops appropriate standards and procedures of work performance as they relate to the activities under supervision; reviews book and library materials selection made by staff; determines equipment needs and reviews recommendations for the purchase of equipment, software, related supply items, and maintenance contracts; sets priorities for output according to administrative and technical goals; coordinates technical services procedures and operations both within the division and with other library entities; explains and interprets policies and procedures to subordinate staff and departmental librarians; determines space and personnel staffing and equipment requirements; trains lower level personnel in computerized technical services procedures.
- Continuously reviews existing practices, procedures, programs, goals and objectives; evaluates programs and vendor services; conducts surveys and studies to evaluate present services; prepares analytical reports showing analyses and changes recommended; implements approved changes; represents the library at community events to promote library services.
- Plans, conducts and evaluates orientation and in-service training programs for library personnel; recommends changes to make programs more effective; counsels librarians in their career development.
- Determines feasibility of methods for implementing new techniques; plans programs to meet

future needs.

- Speaks before community, school and other groups to describe services and functions of the library and to stimulate reading interests; represents program area in community activities; approves purchases of library materials within budget limitations; automated ordering of library materials; directing the distribution of catalogued library books and other materials.
- Analyzes library materials budget; determines purchases and recommends allocations of funds to various collections, services and functions; establishes procedures for evaluating new library materials and preparing reviews; determines content and schedules dates of replacement list for library materials; oversees the weeding of damaged and obsolete books from agency collections.
- Conducts site visits of branch and regional library facilities in regional area to observe conformance to operations and building maintenance polices and standards; studies operational procedures to evaluate effectiveness and to ascertain needed changes; reviews regular reports submitted by branch libraries; prepares analysis of problem areas and recommends changes; implements approved changes.
- Determines space requirements and layouts of space for library functions; initiates orders for equipment and furnishings; supervises the placement of library materials and equipment in new facilities; determines need for and initiates orders for replacement furnishings and equipment.
- Directs, through a subordinate supervisors, librarians and library technicians engaged in the accurate cataloging of a wide variety of acquired materials in accordance with currently accepted standards and procedures in a timely and efficient manner; implements methods and procedures of cataloging as necessary to maintain the library's catalog system in conformance with national and international standards.
- Directs, through a subordinate supervisor, the operations of a large clerical staff engaged in checking catalog files to determine what cataloging of new materials has to be done and entering catalog information into a national on-line catalog system; directs the distribution of catalogued materials to all units of the library system; Directs, through a subordinate supervisor, the preparation of received book materials for processing into the library system, the maintenance of records on the storage and movement of book materials during the acquisition and cataloging process, and the receipt of book and money gifts; approves all invoices for payment of book material purchases; Directs, through a subordinate librarian, a small unit engaged in correcting, adding and deleting records from the library's on-line catalog system in conformance with identified omissions and incorrect data; establishes and implements procedures and protocols for conveying information regarding omissions and errors.
- Makes refinements and additions to the on-line system's parameter table which controls the display and manipulation of tape loaded catalog data; recommends policies concerning equipment use and data formatting of tape load data for implementation on an agency basis; investigates problem records to determine system caused or staff error; researches and reports system caused data problems; requests appropriate software changes; responds to questions about missing or inaccurate records.
- Reviews on-line system applications for acquisition and serial functions; recommends modifications to application software programs; works with materials selection administrators; the fiscal officer and division administrators to integrate automated operations throughout selection, order, receipt and payment process.
- Prepares periodic and special narrative and statistical reports on cataloging and acquisition activities; prepares special reports on data, including discounts and performance; issues reports on library material budgets and expenditures.
- Performs related work as required.

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## REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

**KNOWLEDGE OF:**

- the methods and practices used in branch and regional library management, library material selection and purchase, programming, circulation of library material, and collection management.
- the principles, practices and methods used in the acquisition of book materials in a large library system.
- procedures and techniques of library science and system management, especially as applied to the administration of technical services operation in a large library system.
- management principles and practices and their application in solving library operational problems.
- the publishing industry as it relates to the purchase of books and other library materials.
- the principles, practices, methods and techniques of automated functions related to technical services activities.
- the principles and practices of cataloging library material.
- principles, practices, techniques and procedures of library operations, organization and management.
- effective methods of promoting library objectives, services and programs in the community.
- current trends, methods and systems applications pertinent to library technical services.
- supervisory practices and consultative techniques.
- modern trends in library design methods and systems application and physical arrangements.
- federal, state, foundation, and other sources of funds available for library services and programs.

**ABILITY TO:**

- study and evaluate the activities of complex technical services operations and to develop and implement operational and procedural changes to workflow.
- analyze and evaluate library services and to make recommendations to meet public needs.
- present ideas effectively, both orally and in writing.
- establish and maintain effective working relationships with publishers, vendors, associates, community organizations and the general public.

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**MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE**

(The following statement represents the minimum training and experience standards which will be used to admit or reject applicants for tests. Applications submitted by candidates for this class will be reviewed based on training and experience requirements as approved on 5/95.)

**EDUCATION**

- Possession of a fifth year degree from an accredited school of library science.

**AND  
GENERAL EXPERIENCE**

- Three years of librarian experience in a large library system.

**AND  
SPECIFIC EXPERIENCE**

- o Two years of librarian experience at the supervisory level.

**OR**

Any equivalent combination of education and experience determined to be acceptable by the Personnel Department which has included possession of a fifth year degree in Library Science as an educational minimum and the specific experience as described above.

**PHYSICAL AND MEDICAL REQUIREMENTS**

- Ability to physically perform the duties and to work in the environmental conditions required of a position in this class.

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**PAY RANGE: EP23**

**Class Established: 7/77**

**Latest Spec. Revision:  
CSC: 2/03, Ad Board: 7/03**

TB/sb

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**END OF JOB CLASS SPECIFICATION - 9B61**

## CITY OF PHILADELPHIA PERSONNEL DEPARTMENT

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**9B09**  
**LIBRARY SUPERVISOR II**

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53,497 - 68,775

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**GENERAL DEFINITION**

This is specialized supervisory level library work in a municipal library system. Employees in this class may manage, through subordinate supervisors, a major reference and information department providing city-wide services and community outreach or the activities of lower level librarians, technicians, and clerical personnel engaged in cataloging library materials, ordering and receiving books or other library materials, and other related technical services functions. Work may include providing coordinating services in the areas of material selection and promotion, staff training, community relations or research and evaluation on a city-wide basis. Maintaining and developing library collections, establishing cooperative working relationships with associates and recommending and implementing new policies or procedures are significant aspects of the work.

Work is performed under the direction of a Library Administrator.

**ALLOCATING FACTORS:** (The following conditions must be met for a position to be allocated to this class.)

- The position must perform work in the Free Library.
- The position must supervise through lower level librarians and/or assistants, technical or clerical personnel.
- The position must manage a major reference and information department or an agency providing city-wide public service support or a major technical services operation.

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**TYPICAL EXAMPLES OF WORK (ILLUSTRATIVE ONLY)**

- Supervises, either through subordinate supervisors, or librarians, technicians, and/or clerical staff engaged in technical services or general library activities; assigns staff to work on special library projects.
- Evaluates assigned collection to determine conformance with library policies and objectives; makes recommendations to effect the collection's conformance with library standards; implements approved changes.
- Reviews professional journals, publishers' trade journals and bibliographies for selection of materials to obtain information requested by library personnel; approves selections made by subordinate librarians; develops profiles for contracted approval plans; evaluates and approves materials received through approval plans; may inform library personnel of availability of funds and ordering procedures.
- Plans and organizes orientation and on-the-job training courses; presents training information at conferences, staff meetings and workshops; holds follow-up conferences with individual librarians to discuss programs and problems.

- Reviews library materials selected for use in all areas of the library's system; recommends titles for inclusion on replacement lists; works with agency librarians in weeding collections.
- Formulates goals and objectives for the assigned collection; interprets policy and implements directions from administrators; delegates material selection and authorizes budget allocations; reviews program suggestions submitted by community groups; determines feasibility of and initiates implementation of programs.
- Contacts community leaders, schools, community groups and other organizations to promote library services and determine community needs; coordinates activities with school libraries; evaluates general library services and operations in the area of community activities; promotes use of the library by exhibits, talks and group activities.
- Supervises staff in the policies and procedures of the library's technical services operations and use of cataloging manuals, the National Union Catalog and the Dewey Decimal Classification System; demonstrates and explains the proper use of computer terminals for entering and retrieving data from an international cataloging data base, the Free Library's computerized data system, and vendor services.
- Interprets national cataloging policies and procedures; adapts national rules for implementation in the library; participates in the formulation of rules and policies governing classification, descriptive cataloging, subject cataloging, and catalog record production and maintenance; updates departmental cataloging manual.
- Administers contract plan with publishers for advance review copies of publications; corresponds with publishers; notifies librarians of changes in the contract plan; analyzes effectiveness of plan annually and makes recommendations for changes.
- Performs difficult cataloging work; catalogs serials, microforms, books in non-Roman languages, and monographs of a complex nature; describes items bibliographically; chooses access points and their forms; assigns subject headings and classification and Cutter numbers; searches the library's paper and computer files, national cataloging documentation, and the national data base for cataloging information; applies national and local cataloging rules; prepares instructions to clerical staff for catalog record generation.
- Reviews and checks completed work orders of technical services unit heads; checks and verifies information on order requests; makes corrections or obtains additional pertinent information and ascertains that request is not a duplication of materials already owned or ordered; determines edition where choices are available; designates method of ordering and funding.
- Develops and implements program activities; supervises the preparation of exhibits and displays.
- Prepares periodic reports on activities and accomplishments.
- Performs related work as required.

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## REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

### KNOWLEDGE OF:

- the philosophy, principles, practices and objectives of library science as required by work assignment.
- public library service and its relationship to the community.
- administrative principles and practices as they relate to library systems.
- literature, reference and information materials, publishers and periodicals.
- the principles, practices and procedures of library operations, organization and management.
- the methods, principles and practices used in acquiring library materials for a large library system.
- the technical service methods, principles and practices used in cataloging.
- the publishing industry and modern trends in cataloging methods and practices as they relate to

- the purchase and cataloging of library materials.
- modern trends in cataloging methods and practices.
- national, local and vendor data bases needed to provide technical service functions in a large public library system and their use in acquiring and cataloging library materials.
- methods and techniques used in management of acquisitions operations if required by work assignment.
- the methods of disseminating information concerning library collections and services.
- public speaking techniques as they apply to promotion of library services to the community.
- materials review and selection methods.
- planning, management, and evaluation of library public service programs.
- supervisory methods and practices.

**ABILITY TO:**

- analyze and evaluate technical or library service operations in a large public library system to make recommendations concerning operating policies and procedures.
- present ideas both orally and in writing.
- evaluate, analyze, modify and develop procedures to increase efficiency.
- establish and maintain effective working relationships with associates, library patrons and community representatives.

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**MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE**

(The following statement represents the minimum training and experience standards which will be used to admit or reject applicants for tests. Applications submitted by candidates for this class will be reviewed based on training and experience requirements as approved on 8/1995.)

**EDUCATION**

- Possession of a fifth year degree from an accredited school of library science.

**GENERAL EXPERIENCE**

- Three years of librarian experience in a large library system.

**SPECIFIC EXPERIENCE**

- One year of librarian experience above the full performance level.

Or any equivalent combination of education and experience determined to be acceptable by the Personnel Department which has included the fifth year degree in Library Science as an educational minimum and the specific experience described above.

**PHYSICAL AND MEDICAL REQUIREMENTS**

- Ability to physically perform the duties and to work in the environmental conditions required of a position in this class.
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**PAY RANGE:** EP22  
**Class Established:** 9/1973

**Latest Spec. Revision:**  
CSC - 5/1995 ; Ad Board - 8/1995

DD/sb/mt

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**END OF JOB CLASS SPECIFICATION - 9B09**

## CITY OF PHILADELPHIA PERSONNEL DEPARTMENT

**9B08**  
**LIBRARY SUPERVISOR I**

5/47,471 - #61,026

**GENERAL DEFINITION**

This is first supervisory level library work in a municipal library system. Employees in this class either manage a branch or a special collection, a technical services operations, a library system function that provides regional services or assist a manager of a City-wide reference and information department. Work includes performing difficult or original cataloging or ordering of rare books, orchestral music titles, and specialized library materials, participating in materials selections, performing technical services, implementing staff training programs, and program development and evaluation. Supervising the provision of reference and reader advisory services, technical services, and rare book or orchestral music cataloging, through subordinate librarians, technicians and clerical personnel, and contacting representatives of outside organizations to promote the library's services and solicit their assistance are significant aspects of the work. Work is performed under the supervision of a higher level librarian or library administrator.

**ALLOCATING FACTORS:** (The following conditions must be met for a position to be allocated to this class.)

1. The position must perform the work in the Free Library.
2. The position must supervise lower level Librarians and/or assistants, technical and clerical personnel.

**TYPICAL EXAMPLES OF WORK (ILLUSTRATIVE ONLY)**

- Assigns and reviews the work of subordinate librarians, technicians and/or clerical staff; prepares work schedules and ensures proper coverage; ascertains that patrons' requests are properly handled in accordance with library procedures and policies; orients and trains subordinate personnel in duties and responsibilities and departmental policies and procedures; reviews and revises the work of subordinate staff.
- Maintains assigned collection; allocates space; weeds and removes worn and obsolete materials from collection.
- Reviews newspapers, professional and publishers' trade journals and bibliographies for selection of reference materials; reviews and evaluates books, periodicals, and pamphlets for inclusion in lists for branch and regional collections; prepares written book reviews and makes recommendations for purchase by the library system.
- Supervises and participates in the provision of reference and reader advisory services; instructs patrons in the use of library facilities; prepares bibliographies; responds to patrons' complaints.
- Provides reference services and research guidance to patrons; develops and implements program activities; speaks to community groups; promotes use of library facilities; contacts community leaders, schools and community and business organizations to promote library services and determine community needs; attends meetings and gives program and library service information

to various groups; promotes use of library through exhibits, talks, bibliographies, booklists and group activities outside the library; plans and conducts program activities; trains library personnel in the use of the Dewey Decimal Classification System, the Cutter numbers, cataloging rules, Library of Congress subject headings and/or on book selection techniques; explains library resources to school classes and groups.

- Selects vendors to supply materials based on interviews with vendors' representatives, other librarians' recommendations, and comparisons of discounts, services and service fees; arranges for the acquisition of missing issues from back issues dealers; establishes accounts with dealers to exchange unneeded material for microforms or back issues.
- Supervises the receipt, processing and distribution of books, periodicals, microforms, standing orders and other library materials, maintains the flow of work by setting priorities, assigning special projects and reassigning duties during staff absences; trains new employees in unit practices and procedures.
- Initiates payment for materials ordered, discusses accounts with vendors and publishers; prepares statistical reports to higher level technical services librarians and other library administrators.
- Trains and instructs lower level librarians, technicians, and clerical personnel in the use of the Dewey Decimal Classification System, the assignment of Cutter numbers, cataloging rules, Library of Congress Subject Headings and other bibliographic tools to classify, describe and provide author and subject access to materials; instructs lower level staff in the use of in-house and national computer catalog data bases; provides training in the organization and use of departmental files; prepares and oversees exercises in tagging and authority checking.
- Performs more difficult cataloging work for books; serials, periodicals, monograph series; microforms, phonodiscs and other materials; develops bibliographic descriptions of items and assigns access points for main and added entries; classifies items by the Dewey Decimal Classification system and assigns unique call numbers; searches in-house files, national print, and computer catalog data bases for existing records; uses appropriate cataloging rules and formats to catalog materials.
- Reviews and revises in detail cataloging records prepared by lower level librarians and technicians; checks content and format for conformance with departmental practices, cataloging rules, and data input formats; works with original catalogers to correct mistakes; inputs records to national computer catalog data base; inputs records to the Free Library's on-line catalog; corrects records in the Library's on-line catalog; supervises clerical staff in checking files for existing records, searching national data base.
- Performs more difficult cataloging work for books, serials, periodicals, monograph series, microforms and other materials; provides training in the organization and use of departmental files and in-house and national catalog databases.
- Analyzes compositions for composer intent regarding correct notation, instrumentation, dynamics and orchestration; researches musical periods in order to advise musical organizations in choosing musical selections; reviews unpublished compositions for possible acquisition by the collection; offers advice and guidance to musicians, music scholars, conductors and patrons in selecting orchestral music for presentation, research, availability of composition, copyright restrictions, and collection procedures.
- Catalogs orchestral music; follows special rules, procedures and practices in the field of orchestral music cataloging; performs research to establish correct identification of composer, edition, instrumentation, key signature, scholarly and conventional titles of composition and other information required by collection policies; creates and maintains reference files used in music program development and scholarly research.
- Evaluates existing rare books cataloging records for methodology used, types of records kept, and the completeness of cataloging in the various collections; recommends changes in departmental policies and practices for cataloging rare materials; develops procedures for cataloging rare materials in both paper files and national and in-house computer data bases; recommends

- priorities in cataloging work to be done.
- Catalogs rare books, manuscripts, letters and other items; follows general cataloging rules and principles as well as special rules, procedures, and practices in the field of rare book cataloging; performs investigative work in tracing authorship, provenance, and publication dates for rare and unique items; summarizes and catalogs copy specific information; searches paper files and computer data bases for existing rare books cataloging records; prepares instructions for the generation of paper catalog records and transmission of catalog records into computer data bases.
- May supervise custodial/security personnel.
- Performs related work as required.

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## REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

### KNOWLEDGE OF:

- the philosophy and objectives of public library service and its relationship to the community
- public library services and its relationship to the community.
- the principles and practices of Library Science.
- past and present principles and practices in the cataloging of books and other materials.
- literature, reference and information materials, publishers, and periodicals.
- Library purchasing practices and policies.
- the methods of disseminating information concerning library collections.
- national and local computer databases and their use.
- methods of gathering and evaluating information to determine community needs.
- materials review and selection methods.
- the history of books and printing of rare books.
- public speaking techniques as they apply to promotion of library services to the community.
- the organization and resources of the municipal library system.
- the principles and practices of cataloging orchestral music, if required by work assignment.

### SKILL IN:

- train and supervise librarian and clerical personnel.
- learn methods and techniques used in working with a variety of groups.
- supervise the work of lower level librarians, technicians and clerical personnel.
- read conventional music expression and titles in Italian, German and French, if required by work assignment
- sight read music, if required by work assignment
- present ideas effectively, both orally and in writing.
- establish and maintain effective working relationships with associates and library patrons.

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## MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE

(The following statement represents the minimum training and experience standards which will be used to admit or reject applicants for tests. Applications submitted by candidates for this class will be reviewed based on training and experience requirements as approved on 3/1997.)

**EDUCATION**

- Possession of a fifth year degree from an accredited school of library science.

**AND**

**GENERAL EXPERIENCE**

- Two years of librarian experience in a large library system.

**AND**

**SPECIFIC EXPERIENCE**

- One year of full performance level librarian experience.

Or any equivalent combination of education and experience determined to be acceptable by the Personnel Department which includes the possession of a fifth year degree in Library Science as an educational minimum and the specific experience as described above.

**NOTE:** The education requirement for the Fleisher music collection assignment must include a bachelor's degree from an accredited college or university with major course work in music theory.

**PHYSICAL AND MEDICAL REQUIREMENTS**

- Ability to physically perform the duties and to work in the environmental conditions required of a position in this class.

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**PAY RANGE: EP20**

**Class Established: 2/1976**

**Latest Spec. Revision:**

**CSC - 1/1997 ; Ad Board - 3/1997**

TV/tv/deb

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**END OF JOB CLASS SPECIFICATION - 9B08**

9B03  
PAY RANGE: EP17

LIBRARIAN 2

(Children's Services)  
(General)

GENERAL DEFINITION

This is library work at the full performance level, providing library services in a municipal library system for library branches, city departments or agencies, library reference collections, and the processing function. Employees in this class are allocated to the General Specialty or to the Children's Services Specialty. Employees in the General Specialty may perform work in the assignment areas of Adult Literacy, Consumer Health Information Service, Early Childhood Learning and Literacy, Rare Book Cataloging, and Senior Citizen Services. Employees are responsible for servicing reference desks, providing assistance to library patrons, reviewing and evaluating library materials and making recommendations concerning purchase of materials for the library system. Employees in this class also give talks to the community on library services, cooperate with special projects and work with Friends groups and volunteers, plan and conduct library programs, and describe and classify books and other documents. Work includes supervising, in the absence of a Library Supervisor for a moderate duration of time, library activities and services including the provision of reference and reader advisory services, technical services or cataloging. Work also includes providing technical direction to lower level staff and/or volunteers engaged in library activities. Work is performed under the general supervision of a higher level librarian.

ALLOCATING FACTORS: (The following condition must be met for a position to be allocated to this class.)

A position in this class must work at the full performance level providing library services in a municipal library system, for library branches, city departments or agencies, library reference collections, and the processing functions.

TYPICAL EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

BOTH SPECIALTIES

Reviews and evaluates books, periodicals, pamphlets and electronic resources; makes recommendations for possible book purchases by the library; chooses books and materials for inclusion in collections.

Searches literature and electronic resources for information on specific problems or subjects; gathers, analyzes and relates information from a variety of sources in response to reference and readers advisory requests.

Studies books to ascertain primary subject matter and proper treatment; assigns descriptive subject headings; identifies primary and secondary subject areas; develops and/or refines records in international bibliographic utilities for use in local and shared

databases; checks shelf lists to prevent duplication of catalog numbers; classifies, codes and otherwise describes sheet music and other documents.

Supervises library services and activities in the absences of Library Supervisor by preparing work schedules, ensuring patrons' reference and reader advisory requests are addressed in compliance with library procedures and policies, ordering and processing library material and/or instructing other employees how to apply cataloging rules and formats.

Utilizes a computer to search and retrieve information materials needed to assist patrons.

Removes worn and obsolete materials from collections and selects material for rebinding.

May provide technical direction to lower level staff and/or volunteers engaged in performing library activities.

Performs related work as required.

### CHILDREN'S SERVICES SPECIALTY

Gives talks before schools and community groups on services and facilities offered by the library; presents book talks and reviews; conducts children's story hours.

Develops and conducts library programs; works with community leaders and others to develop program activities such as science in the summer, summer readings and LEAP programs for patrons, schools and the neighboring community.

### GENERAL SPECIALTY

### ADULT LITERACY ASSIGNMENT

Instructs patrons in the use of print and electronic resources that promote adult literacy; collaborates with Mayor's Commission on Literacy and literacy providers in the design and implementation of adult literacy and job readiness programs; reviews, evaluates and selects print and electronic resources that support classes and independent learning in adult literacy and job readiness skills; conducts classes in adult basic literacy, GED and English as a Second Language; promotes adult literacy and job readiness services provided by the library to community organizations; surveys communities on the need and type of adult literacy and job readiness programs for library planning purposes.

### CONSUMER HEALTH INFORMATION SERVICES ASSIGNMENT

Provides consumer health information at the point of service in response to requests for information on health related topics; offers current, reliable, accurate sources of consumer health information in multiple formats, languages and reading levels; prepares lists of print and electronic resources on health related topics; assesses community needs and plans scope of service for library programs; makes presentations to community groups to promote and market library consumer health information services and resources, health fairs and programs; forms strategic partnerships with public libraries, medical libraries, local hospitals and universities, community groups and government agencies to identify health information needs; participates in local health-related coalitions and community activities; develops a local portal of health agencies

and services for the library website; develops health reference skills of Free Library System librarians; serves as liaison to Library's Healthcare Advisory Council.

### EARLY CHILDHOOD LEARNING AND LITERACY ASSIGNMENT

Selects print and electronic resources to promote the development of learning and literacy skills in young children; collaborates with School District of Philadelphia, and other city departments and child advocacy organizations to design and promote programs for young children; researches best practices in early childhood development, literacy and learning; designs library programs to promote learning and literacy skills in young children; designs and evaluates training for librarians in services to young children; speaks to community groups to promote library services for young children.

### RARE BOOK CATALOGING ASSIGNMENT

Provides original cataloging or enhances existing cataloging of manuscripts, incunabula, rare books and materials and modern fine press books; develops and refines records in international bibliographic utilities for use in local and shared databases; advises and assists in developing and updating rare book cataloging policies and procedures.

### SENIOR CITIZEN SERVICES ASSIGNMENT

Provides targeted reference and information services and selects library materials to meet the informational and recreational reading needs of senior citizens; searches, analyzes and integrates literature and electronic resources; assists senior citizens in the use of technology and electronic resources to facilitate independent information gathering; collaborates with Mayor's Commission on Aging, government agencies and non-profit organizations that serve senior citizens in the design and provision of library programs; gives presentations to community groups and senior residence associations to promote library programs for senior citizens; performs work in the Parkway Central Senior Services Center or neighborhood branch libraries.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

#### KNOWLEDGE OF

#### BOTH SPECIALTIES

- the philosophy and objectives of public library service and its relationship to the community
- the organization and resources of municipal library systems
- the principles, practices, objectives and techniques of library science
- reference and readers advisory service and techniques
- the methods of disseminating information concerning public library objectives
- the principles of major classification systems and rules for bibliographic description
- principles of subject analysis and sources of bibliographic data
- public speaking techniques

GENERAL SPECIALTYRARE BOOK CATALOGING ASSIGNMENT

- Latin and one other foreign language
- bibliographic terminology and description, collation and other relevant cataloging issues of rare book cataloging

SKILL INALL SPECIALTIES

- public speaking
- researching and evaluating print and electronic resources
- coalition-building to support literacy initiatives

GENERAL SPECIALTYRARE BOOK CATALOGING ASSIGNMENT

- the application of cataloging reference guides, standards and policies
- the use of local integrated online library systems

ABILITY TOBOTH SPECIALTIES

- use evaluative thinking in performing job tasks
- accomplish assignments in accordance with precedents and well defined policies
- present ideas effectively, both orally and in writing
- establish and maintain effective working relationships with associates and library patrons

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE (The following statements represents the minimum training and experience standards which will be used to admit or reject applicants for tests. Applications submitted by candidates for this class will be reviewed based on training and experience requirements as approved on 11/13.)

CHILDREN'S SERVICES SPECIALTYEDUCATION:

Possession of a fifth year degree from an accredited school of library science, which has included course work in library services for children.

AND

EXPERIENCE:

One year of librarian experience specializing in children's services.

GENERAL SPECIALTYALL ASSIGNMENTSEDUCATION

Possession of a fifth year degree in library science from an accredited college or university.

ANDEXPERIENCE

One year of librarian experience.

PREFERRED QUALIFICATIONS FOR ASSIGNMENTS IN THE GENERAL SPECIALTY:Adult Literacy Assignment

Preferred Education: Completion of a bachelor's degree program from an accredited college or university in Education OR Certificate in English as a Second Language (ESL) Instruction.

OR

Preferred Experience: Documented experience as an adult literacy tutor equivalent to one year.

Consumer Health Information Services Assignment

Preferred Education: Completion of a bachelor's degree program from an accredited college or university with major coursework in health sciences or related field.

OR

Preferred Experience: One year of experience providing health services or health information and referral services.

Early Childhood Learning and Literacy Assignment

Preferred Education: Completion of a bachelor's degree program from an accredited college or university with major coursework in elementary education, child psychology, child development or related field.

**Senior Citizen Services Assignment**

**Preferred Education:** Completion of a bachelor's degree program from an accredited college or university in gerontology.

OR

**Preferred Experience:** One year of full-time experience providing targeted library, health, social service or information and referral services to senior citizens.

**Rare Book Cataloging Assignment**

**Preferred Experience:** One year of post Master's experience in rare book cataloging.

**NOTE:** Selective Factor Certification may be utilized, as needed, to fill specific assignments in the General Specialty. In accordance with Civil Service Regulation 11.032 - Selective Factor Certification - the appointing authority may request certification of eligible candidates with one or more of the specified qualifications to fill specific positions in this class in the General Specialty. Certification to fill such positions will be made from the two highest-ranking eligible candidates on the eligible list who possess the specified qualifications in the assignment area.

**PHYSICAL AND MEDICAL REQUIREMENTS**

Ability to physically perform the duties and to work in the environmental conditions required of a position in this class.

**Class Est. 1/53**

**Spec. Revision:**

CSC - 12/98

Ad Board - 1/99

Latest Spec Revision:

CSC - 10/13

Ad Board - 11/13

JL

9B02  
PAY RANGE: EP13

LIBRARIAN 1

(Children's Services)  
(General)

GENERAL DEFINITION

This is beginning level library work providing library services in a municipal library system for library branches, city departments or agencies, library reference collections and the processing function. Employees in this class are allocated to the General Specialty or to the Children's Services Specialty. Employees in the General Specialty may perform work in the assignment areas of Adult Literacy, Consumer Health Information Services, Early Childhood Learning and Literacy, and Senior Citizen Services. Employees are responsible for providing assistance and reference services to patrons, reviewing and evaluating library materials, selecting materials for inclusion in collections, assisting in the maintenance of reference collections and describing and classifying books. Employees in this class also give talks on library services and facilities to schools and community groups, cooperate with special projects and work with Friends groups and volunteers, conduct library programs and perform other beginning level librarian duties. Work includes supervising, in the absence of a Library Supervisor for a moderate duration of time, library activities and services including the provision of reference and reader advisory services, technical services or cataloging. Incumbents in this class perform progressively more difficult assignments and under increasingly less supervision as they approach the full performance level.

Work is performed under the supervision of a higher level librarian.

ALLOCATING FACTORS: (The following condition must be met for a position to be allocated to this class.)

1. A position in this class must perform work at the beginning level providing library services in a municipal library system, for library branches, city departments or agencies, library reference collections, and the processing functions.

TYPICAL EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

BOTH SPECIALTIES

Instructs patrons in the use of the library's facilities; explains general arrangement and resources of the library and use of library facilities; assists readers to locate, select and check out books; recommends reading materials and electronic resources, and assists patrons with computers and electronic resources.

Reviews and evaluates books, periodicals, pamphlets and electronic resources; makes recommendations for possible purchase by the library system; chooses books and materials for inclusion in collections.

Searches literature and electronic resources for information bearing on a specific problem or subject; gathers, analyzes and interrelates information from a variety of sources in response to reference and readers advisory requests; compiles resource lists

and bibliographies.

Supervises library services and activities in the absence of Library Supervisor by preparing work schedules, ensuring patrons' reference and reader advisory requests are addressed in compliance with library procedures and policies, ordering and processing library materials and/or instructing other employees how to apply cataloging rules and formats.

Consults standard codes and classification systems to catalog new books; assigns subject heading to new books; develops and/or refines records in international bibliographic utilities for use in local shared databases.

Presents book talks and reviews for all ages.

Removes worn and obsolete materials from collections and selects materials for rebinding.

Selects and prepares materials for exhibits and displays.

Performs related work as required.

### CHILDREN'S SERVICES SPECIALTY

Gives talks before school and community groups on services and facilities offered by the library; conducts children's story hours.

### GENERAL SPECIALTY

#### ADULT LITERACY ASSIGNMENT

Instructs patrons in the use of print and electronic resources that promote adult literacy; collaborates with Mayor's Commission on Literacy and with literacy providers in the design and implementation of adult literacy and job readiness programs; reviews, evaluates and selects print and electronic resources that support classes and independent learning in adult literacy and job readiness skills; conducts classes in adult basic literacy, GED and English as a Second Language; promotes adult literacy and job readiness services provided by the library to community organizations; surveys communities on their adult literacy and job readiness programs needs for library planning.

#### CONSUMER HEALTH INFORMATION SERVICES ASSIGNMENT

Provides consumer health information at the point of service in response to requests for information on health related topics; offers current, reliable, accurate sources of consumer health information in multiple formats, languages and reading levels; prepares lists of print and electronic resources on health related topics; assesses community needs and plans scope of service for library programs; makes presentations to community groups to promote and market library consumer health information services and resources, health fairs and programs; forms strategic partnerships with public libraries, medical libraries, local hospitals and universities, community groups and government agencies to identify health information needs; participates in local health-related coalitions and community activities; develops a local portal of health agencies and services for the library website; develops health reference skills of Free Library System librarians; serves as liaison to Library's Healthcare Advisory Council.

#### EARLY CHILDHOOD LEARNING AND LITERACY ASSIGNMENT

Collaborates with School District of Philadelphia, other city departments and child advocacy organizations to design and promote programs for young children; selects print and electronic resources to promote the development of learning and literacy skills in young children; researches best practices in early childhood development, literacy and learning; designs library programs to promote learning and literacy skills in young children; designs and evaluates training for librarians in services to young children; speaks to community groups to promote library services for young children.

### SENIOR CITIZEN SERVICES ASSIGNMENT

Provides targeted reference and information services and selects library materials to meet the informational and recreational reading needs of senior citizens; searches, analyzes and integrates information from literature and electronic resources; assists senior citizens in the use of technology and electronic resources to facilitate independent information gathering; collaborates with Mayor's Commission on Aging, government agencies and non-profit organizations that serve senior citizens in the design and provision of library programs; gives presentations to community groups and senior residence associations to promote library programs for senior citizens; performs work in the Parkway Central Senior Services Center or neighborhood branch libraries.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

#### KNOWLEDGE OF

#### BOTH SPECIALTIES:

- the philosophy and objectives of public library service and relationships to the community
- the principles, practices, objectives and techniques of library science
- reference and readers advisory service and techniques
- the methods for disseminating information concerning public library objectives
- the use of standard book classification systems
- library materials, publishers and periodicals
- public speaking techniques

#### SKILL IN

#### BOTH SPECIALTIES

- public speaking
- researching and evaluating print and electronic resources
- coalition-building to support literacy initiatives

#### ABILITY TO

#### BOTH SPECIALTIES

- learn the organization and resources of the library system
- present ideas effectively, both orally and in writing
- establish and maintain effective working relationships with associates and library

patrons

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE (The following statement represents the minimum training and experience standards which will be used to admit or reject applicants for tests. Application submitted by candidates for this class will be reviewed based on training and experience requirements as approved on 11/13.)

CHILDREN'S SERVICES SPECIALTY

EDUCATION

Possession of a fifth year degree from an accredited school of library science, which has included course work in library services for children.

GENERAL SPECIALTY

ALL ASSIGNMENTS

EDUCATION

Possession of a fifth year degree from an accredited school of library science.

PREFERRED QUALIFICATIONS FOR ASSIGNMENTS IN THE GENERAL SPECIALTY

Adult Literacy Assignment

Preferred Education: Completion of a bachelor's degree program from an accredited college or university in Education OR Certificate in English as a Second Language (ESL) Instruction.

OR

Preferred Experience: Documented experience as an adult literacy tutor equivalent to one year.

Consumer Health Information Services Assignment

Preferred Education: Completion of a bachelor's degree program from an accredited college or university with major coursework in health sciences or a related field.

OR

Preferred Experience: One year of experience providing health services or health referral services.

Early Childhood Learning and Literacy Assignment

Preferred Education: Completion of a bachelor's degree program from an accredited college or university with major coursework in elementary education, child psychology, child development or a related field.

Senior Citizen Services Assignment Preferred Education: Completion of a bachelor's degree program from an accredited college or university in gerontology.

OR

Preferred Experience: One year of full-time experience providing targeted library, health, social service or information and referral services to senior citizens.

NOTE: Selective Factor Certification may be utilized, as needed, to fill specific assignments in the General Specialty. In accordance with Civil Service Regulation 11.032 - Selective Factor Certification - the appointing authority may request certification of eligible candidates with one or more of the specified qualifications to fill specific positions in this class in the General Specialty. Certification to fill such positions will be made from the two highest-ranking eligible candidates on the eligible list who possess the specified qualifications in the assignment area.

### PHYSICAL AND MEDICAL REQUIREMENTS

Ability to meet the physical and medical standards approved for this class.

**Class Established 1/53**

**Spec. Revision 12/74**

**Spec. Revision:**

CSC - 12/98

Ad Board - 1/99

**Latest Spec. Revision:**

CSC - 10/13

Ad Board - 11/13

JL

## PAY GRADE DESCRIPTION

UNIT: 06  
CODE: 6152  
CLASS: LIBRARIAN

### LIBRARIAN I

A Librarian I is the entry level to the class, which requires a Master's Degree in Library and Information Science. After completing a prescribed period of time at this level, an employee will advance to pay grade level II.

### LIBRARIAN II

A Librarian II is the journey level of this class. A Librarian II provides a wide range of informational library services to children, teens, and adults. This includes finding information, books and other resources in the library and electronically via computers for library users. The Librarian II trains the public in the use of libraries, the on-line catalog, and the use of electronic resources. He/she gives homework guidance and reader advisory assistance to children, teens, and adults. A Librarian II conducts storytelling and organizes outreach programs for youth and adults in the community. A Librarian II may visit classes in public, parochial and private schools to bring young people to the library, and host school classes in the library. A Librarian II may index and catalog library material.

### LIBRARIAN III

A Librarian III, in addition to the duties and responsibilities of a Librarian II, may provide subject expertise, training and outreach coordination, for the public and for librarians, in specialized areas of library services including cataloging, children's literature and services, young adult services, and in specialized areas of reference work in art and music, business and economics, science and technology, history, genealogy and social science, literature, and international languages.

Approved by ERD: M. Higgins

Established: June 1990

Revised: December 24, 2003

LIBRARIAN, 6152  
SENIOR LIBRARIAN, 6153  
PRINCIPAL LIBRARIAN, 6155

Summary of Duties : Provides a variety of professional library services to adults, young adults, and children. These services include: reader guidance, reference and information service, and collection development and management; selects, reviews, indexes, classifies, and catalogs books and other library materials; directs a branch library, a mobile service unit, a library region, a central library subject department, a technical services unit, or specialized library administrative function; assigns, reviews and evaluates the work of library support staff engaged in the maintenance of the public library system; applies sound supervisory principles and techniques in building and maintaining an effective work force; fulfills affirmative action responsibilities; and does related work.

Distinguishing Features : Employees of these classes are primarily concerned with making library resources and facilities available to the public. This includes arranging library materials in the most useful manner, giving professional assistance to library patrons, apprising the public of available library resources, and maintaining up-to-date collections of books and other library materials. Much of their work is performed without close supervision and requires considerable judgment and tact in dealing with the public.

A Librarian represents the first level of professional library work. An employee of this class supervises daily activities and trains library assistants, clerical personnel, and volunteers. A Librarian is distinguished from a bona fide supervisor in that they are not responsible for the full range of supervisory activities. Although an employee of this class may have charge of a sub-branch library or a subdivision of a Central Library section, a Librarian ordinarily works under the immediate direction of a Senior Librarian.

A Senior Librarian supervises a branch library, a bookmobile unit, a special or technical services unit, or a department in the central library. Additionally, a Senior Librarian does more responsible work than that ordinarily assigned to Librarians, such as book and material acquisitions and collection control. Incumbents in the class of Senior Librarian, as bona fide supervisors, are distinguished from Librarians in that they are responsible for the performance of the full range of supervisory activities including: application of discipline, processing and resolution of grievances, evaluation of performance and approval of time off requests. A Senior Librarian normally reports to a Principal Librarian.

A Principal Librarian supervises a regional library group, a technical or special services unit, or a central library subject department. Incumbents in the class of Principal Librarian, as bona fide supervisors, are responsible for the performance of the full range of supervisory activities including: application of discipline,

interview boards; cooperates with schools and community organizations in determining library needs and explaining library policies, procedures, and goals; speaks to groups and writes articles on library services and materials; keeps local officials informed of library activities; directs the preparation and publication of catalogs, newsletters, booklists and other informational material; surveys communities and makes recommendations on location of library facilities; works with the building and planning units to determine the physical size, layout, and best utilization of facilities; participates in planning of the construction and purchase of furniture and equipment; initiates requests for alterations or improvement of physical plant and for building repairs and service;

May coordinate the selection of adult materials for branches, coordinate and supervise the purchase of materials collections for new and expanding branches, and supervise centralized interlibrary loan services, transfer of materials among branches, library service to shut-ins, and multilingual services; may coordinate the activities of Librarians and Senior Librarians assigned to work with children, young adults, and adults; coordinates the selection of children's or young adult materials, conducts regular conferences to review children's materials, and discusses general problems in the field;

May direct the classification and cataloging of all types of library materials, decide difficult technical problems, direct the recataloging of transferred and other library material, and oversee the maintenance of official authority files, card catalogs, shelf lists, and other cataloging records; may serve as an aide to a Division Librarian; may serve as subject expert and establish policies for the loan of specialized material to other libraries; may direct the activities of an order section engaged in purchasing books, serials, and other materials selected by operating units, see that orders are placed to obtain the best discounts, and direct the receiving and processing of library materials prior to cataloging, approving of invoices, and maintenance of book order records and current information on publishers; may interact with other City departments to assure proper operation of supervised units; and may act for a Division Librarian in that employee's absence.

Employees in all three classes occasionally may be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications :

Senior  
Principal  
Knowledges :

Librarian  
Librarian  
Librarian

Technical reference procedures

and problems, including

standard and specialized

reference and bibliographic

sources;

Good  
Good  
Good

General public library

activities, policies, aims,

and services;

Good  
Good  
Good

Standards for selecting

outstanding and distinguished

books in the children, young

adult, and adult fields;

Good  
Good  
Good

Books that most authorities

agree are of distinguished

literary value;

Good  
Good  
Good

Professional library

techniques;

processing and resolution of grievances, evaluation of performance and approval of time off requests. A Principal Librarian is distinguished from a Senior Librarian in that in addition to the larger and more complex administrative and supervisory responsibilities, they solve highly technical problems in professional library work. A Principal Librarian reports to a Division Librarian who is available for consultation on difficult problems.

Examples of Duties : Librarian : Organizes, processes and supplies information, books, and other materials for children, young adults, adults, and groups with special needs; maintains an inventory of library materials in assigned subject areas; identifies, reviews and evaluates materials to be added to or removed from collections; selects books for purchase, working within a defined annual budget; and keeps up with the literature in fields of responsibility and with current literary trends.

Fills requests for books and other library materials from patrons and other libraries; advises patrons on available information related to their areas of interest and prepares reading and reference lists for them; classifies and catalogs incoming materials; uses on-line computer systems for information retrieval, cataloging, inter-library loans, and inventory control; responds to complaints made by patrons; interprets library policies and procedures for the public; and maintains the security of the library in the absence of security personnel.

Provides library services to elementary, junior and senior high schools including talks and demonstrations; designs displays and exhibits; writes press releases and articles about the library and its materials; and gives talks to community groups, business groups and governmental agencies.

Supervises library assistants, clerical support staff and volunteers; assigns or reassigns work as necessary; organizes and conducts staff training sessions; and makes up work schedules.

Senior Librarian : Supervises a library branch, bookmobile unit, or unit of a Central Library subject department, or a unit of the Technical Services Division; communicates equal employment/affirmative action information to employees; applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating, and disciplining subordinates; assists employees in preparing for promotion as described in the City's Affirmative Action Program; handles and attempts to resolve grievances; prepares work schedules; conducts staff meetings; Assures that agency facilities, equipment, and vehicles are in proper condition; makes recommendations for the arrangement of material collections; selects or makes recommendations for acquiring, binding, mending, withdrawing, and replacing library materials; determines priorities for processing incoming library materials; answers difficult reference questions and adjusts complaints unresolved by

Librarians; directs searches for missing books; analyzes community interests in order to identify materials to be added to special collections;

Identifies agency needs for budget requests; requisitions supplies and equipment; serves on committees and personnel interview boards; helps organize programs; gives book talks to community groups, writes articles for newspapers, and uses other methods of publicizing services and resources of a library branch or unit; prepares reports of branch or unit operations;

May act as regional children's librarian and advise all children's librarians in a region; may coordinate interlibrary loan activities for the Library Department; may supervise a book order or serial order unit; may coordinate the transfer of books among branches and between branches and the Central Library; may supervise implementation of computer software to specific library applications; and may act for a Principal Librarian in that employee's absence.

Principal Librarian : Plans, directs, coordinates, and supervises the work of a Central Library subject department, a technical services agency, a library region, or coordination of special services; establishes operating policies and procedures; evaluates operations in order to prepare a budget and to ensure full public service and utilization of personnel; assignments are generally in terms of broad objectives or complicated problems and incumbents have considerable autonomy to operate their unit and formulate recommendations; exercises considerable independent judgement and are accountable for objectives accomplished and problems resolved;

Assures that the department or region is properly staffed; instructs subordinates in library policies and procedures and resolves problems and questions; communicates equal employment/affirmative action information to employees; applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating, and disciplining subordinates; assists employees in preparing for promotion as described in the City's Affirmative Action Program; investigates grievance appeals at the first or second level in the grievance process;

Coordinates and develops library services and administers the maintenance and development of an up-to-date materials collection; approves the development of special collections; approves recommendations for purchasing, withdrawing, binding, mending, and replacing library materials; identifies major new informational resources of library wide importance; identifies rare and valuable materials for retention in the library's special collections; plans for seasonal demands on the library section or region; determines the most advantageous use of available space; investigates sources of potential grant funds for library functions; makes surveys and prepares reports on library functions; assists in revising the Department procedures manual; serves on committees and personnel

Working  
Good  
Good

Technical classification and  
cataloging procedures and  
problems, including the Dewey  
Decimal Classification System,  
Library of Congress Subject  
Heading Plan, and Cutter

Numbers;  
Working  
Good  
Good

Techniques used in working  
with children and young

adults;  
Working  
Good  
Good

Administrative and  
professional problems  
encountered in furnishing  
library services to the public  
and techniques for their

solution;  
General  
Working  
Good

Supervisory principles and  
practices including: planning,  
delegating, and controlling

the work of subordinates;  
General  
Good

Good

Senior  
 Principal  
Knowledges : (cont'd)  
Librarian  
Librarian  
Librarian

Techniques of training, instructing, and evaluation of subordinate work performance;	General	Good	Good
Effective safety principles and practices;	General	Good	Good
Techniques for counseling, disciplining, and motivating subordinate personnel;		Good	Good
Procedures for grievance handling;		Good	Good
Supervisory responsibility for EEO/AA as set forth in the City's Affirmative Action Program;		Good	Good
Memoranda of understanding as they apply to subordinate personnel;		Working	Working
City personnel rules, policies, and procedures;		General	General
Organization, activities, procedures, policies, rules, aims, and services of the Library Department;		Good	Good
Clerical procedures and techniques of the library;		Good	Good
Books currently and generally in demand in the City and local subject reading interests;		Good	Good
Procedures involved in centralized ordering, receiving, and processing of books, serials, and other library materials;		Working	Good

LIBRARIAN, 6152  
SENIOR LIBRARIAN, 6153  
PRINCIPAL LIBRARIAN, 6155

Preparation of budget estimates  
for the library unit concerned;

Working

Good

<u>Abilities :</u>	<u>Librarian</u>	<u>Senior Librarian</u>	<u>Principal Librarian</u>
Do technical reference work and bibliographic research;	X	X	X
Furnish reading guidance to library patrons;	X	X	X
Review and analyze books;	X	X	X
Evaluate and select books and other library materials for acquisition or discard;	X	X	X
Speak effectively before groups of children, young adults, and adults;	X	X	X
Deal tactfully and effectively with other employees and the public;	X	X	X
Establish and maintain a work environment to enhance both employee morale and productivity;		X	X
Apply sound supervisory principles and techniques;		X	X
Fulfill supervisory affirmative action responsibilities as indicated in the City's Affirmative Action Program;		X	X
Supervise difficult technical reference work and bibliographic research;		X	X
Determine current and future needs of the library unit to meet the needs of the community and/or the library collection;		X	X
Oversee budgeted expenditures for optimal collection development;		X	X
Analyze facts and make decisions;		X	X

<u>Abilities</u> : (cont'd)	<u>Librarian</u>	<u>Senior Librarian</u>	<u>Principal Librarian</u>
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Prepare correspondence and accurate and concise reports.		X	X
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A Master's degree in Library Science or comparable fifth-year degree in Library Science is required for Librarian. e

Two years of professional library experience as a Librarian is required for Senior Librarian. s

Two years of professional library experience as a Senior Librarian is required for Principal Librarian. s

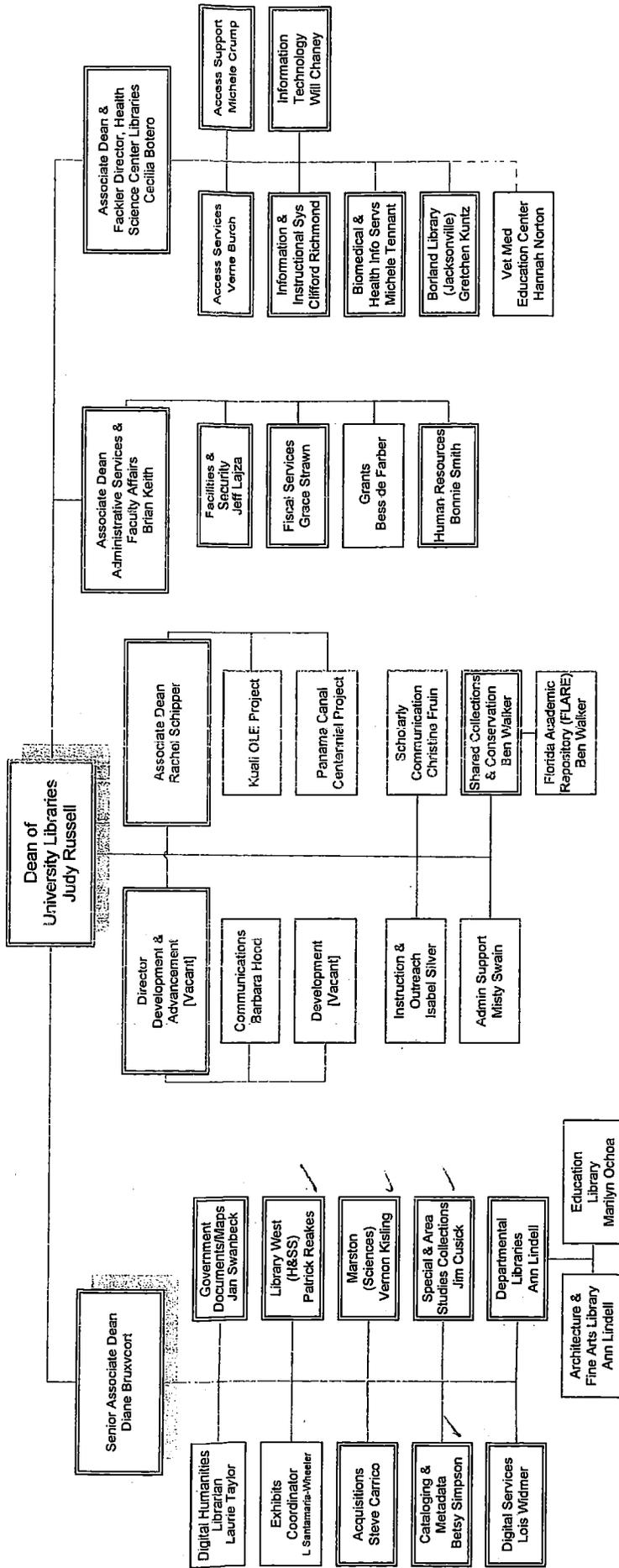
License : All Classes : A valid California driver's license and a good driving record may be required.

Physical Requirements : All Classes : Strength to perform average lifting of less than 5 pounds and occasionally over 30 pounds; arm, hand, and finger dexterity involved in activities such as reaching, handling, and feeling; good speaking and hearing ability; and good eyesight. d

Persons with medical limitations may, with reasonable accommodations be capable of performing the duties of some of the positions in these classes. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position and the appointing authority's ability to effect reasonable accommodations to the person's limitations. e

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.

# George A. Smathers Libraries University of Florida



Effective October 1, 2013

**Professional Health Care Positions**

Salary Plans: TU2E, TU2N, US2E, US2N

Grade	Minimum	Maximum	Step	Annual
72	\$17.04	\$35,579.52	\$30.60	\$63,892.80
73	\$17.97	\$37,521.35	\$31.41	\$67,672.08
75	\$19.91	\$41,565.41	\$36.16	\$75,494.13
77	\$22.47	\$46,900.88	\$40.95	\$85,502.69
78	\$23.83	\$49,759.18	\$43.44	\$90,698.44
79	\$25.34	\$52,901.65	\$46.18	\$96,430.87
85	\$14.71	\$30,714.48	\$26.13	\$54,559.44
86	\$15.46	\$32,271.23	\$27.55	\$57,594.05
88	\$17.18	\$35,876.61	\$34.76	\$72,576.96
89	\$19.18	\$40,951.90	\$39.74	\$81,616.96

**Law Enforcement Positions**

Salary Plans: TU2N, US2N

Grade	Position	Minimum	Maximum	Annual
52	Officer	\$13.52	\$15.02	\$24.33
53	Corporal	\$14.50	\$16.12	\$26.32
54	Sergeant	\$16.78	\$18.65	\$31.62
55	Investigator	\$16.78	\$18.65	\$31.62

**IT Positions**

Salary Plans: TA12, TU2N

Grade	Position	Minimum	Maximum	Annual
15	IT Entry	\$10.00		None
19	IT Intermediate			None
23	IT Practitioner	\$12.64		None
25	IT Specialist			None
3	IT Expert	\$37,619.82		None
40	IT Senior			None
3	IT Principal	\$53,970.75		None

UF

University	Employee Type	FTE	Funding Source/Budget Entity	Annual Salary	CLASS_CD	Class Title
UF	Salaried		1 Educational & General	70774 9053		Librarian
UF	Salaried		1 Educational & General	87171 9053		Librarian
UF	Salaried		1 Educational & General	77199 9053		Librarian
UF	Salaried		1 Educational & General	66726 9053		Librarian
UF	Salaried		1 Educational & General	130716 9053		Librarian
UF	OPS		Educational & General	9053		Librarian
UF	Salaried		1 Educational & General	80335 9053		Librarian
UF	Salaried		1 Educational & General	72822 9053		Librarian
UF	Salaried		1 Educational & General	90045 9053		Librarian
UF	Salaried		1 Educational & General	75653 9053		Librarian
UF	Salaried		1 Educational & General	205309 9053		Librarian
UF	Salaried		1 Educational & General	131976 9053		Librarian
UF	Salaried		1 Educational & General	86992 9053		Librarian
UF	Salaried		1 Educational & General	69180 9053		Librarian
UF	Salaried		0.92 Contracts & Grants	78548 9053		Librarian
UF	Salaried		0.08 Educational & General	6830 9053		Librarian
UF	Salaried		1 Educational & General	69528 9053		Librarian
UF	Salaried		0.5 Educational & General	12158 1591		Library Assistant 1
UF	Salaried		1 Educational & General	26244 1591		Library Assistant 1
UF	Salaried		0.5 Educational & General	11526 1591		Library Assistant 1
UF	Salaried		1 Educational & General	29623 1592		Library Assistant 2
UF	Salaried		1 Educational & General	26480 1592		Library Assistant 2
UF	Salaried		1 Educational & General	26042 1592		Library Assistant 2
UF	Salaried		1 Educational & General	28819 1592		Library Assistant 2
UF	Salaried		1 Educational & General	26244 1592		Library Assistant 2
UF	Salaried		1 Educational & General	28238 1592		Library Assistant 2
UF	Salaried		1 Educational & General	26042 1592		Library Assistant 2
UF	Salaried		1 Educational & General	25795 1592		Library Assistant 2
UF	Salaried		0.5 Educational & General	13369 1592		Library Assistant 2
UF	Salaried		1 Educational & General	26745 1592		Library Assistant 2
UF	Salaried		1 Educational & General	26226 1592		Library Assistant 2
UF	Salaried		1 Educational & General	27415 1592		Library Assistant 2
UF	Salaried		1 Educational & General	27444 1592		Library Assistant 2
UF	Salaried		1 Educational & General	27444 1592		Library Assistant 2
UF	Salaried		1 Educational & General	26737 1592		Library Assistant 2
UF	Salaried		0.5 Auxiliaries	13728 1592		Library Assistant 2
UF	Salaried		0.5 Contracts & Grants	13728 1592		Library Assistant 2
UF	Salaried		1 Educational & General	31159 1592		Library Assistant 2

University	Employee Type	FTE	Funding Source/Budget Entity	Annual Salary	CLASS_CD	Class Title
UF	Salaried		1 Educational & General	28644	1592	Library Assistant 2
UF	Salaried		1 Educational & General	26000	1592	Library Assistant 2
UF	Salaried		1 Educational & General	30055	1593	Library Assistant 3
UF	Salaried		1 Educational & General	30222	1593	Library Assistant 3
UF	Salaried		1 Educational & General	31450	1593	Library Assistant 3
UF	Salaried		1 Educational & General	32641	1593	Library Assistant 3
UF	Salaried		1 Educational & General	31008	1593	Library Assistant 3
UF	Salaried		1 Educational & General	33280	1593	Library Assistant 3
UF	Salaried		1 Educational & General	28665	1593	Library Assistant 3
UF	Salaried		1 Educational & General	30701	1593	Library Assistant 3
UF	Salaried		1 Educational & General	27738	1593	Library Assistant 3
UF	Salaried		1 Educational & General	31070	1593	Library Assistant 3
UF	Salaried		1 Educational & General	29266	1593	Library Assistant 3
UF	Salaried		1 Educational & General	31450	1593	Library Assistant 3
UF	Salaried		1 Educational & General	30979	1593	Library Assistant 3
UF	Salaried		0.5 Educational & General	16255	1593	Library Assistant 3
UF	Salaried		1 Educational & General	32804	1593	Library Assistant 3
UF	Salaried		1 Educational & General	32879	1593	Library Assistant 3
UF	Salaried		0.5 Auxiliaries	16818	1593	Library Assistant 3
UF	Salaried		0.5 Educational & General	16818	1593	Library Assistant 3
UF	Salaried		1 Educational & General	31754	1593	Library Assistant 3
UF	Salaried		1 Educational & General	28665	1593	Library Assistant 3
UF	Salaried		1 Educational & General	32200	1593	Library Assistant 3
UF	Salaried		1 Educational & General	30979	1593	Library Assistant 3
UF	Salaried		1 Educational & General	30208	1593	Library Assistant 3
UF	Salaried		1 Educational & General	30208	1593	Library Assistant 3
UF	Salaried		1 Educational & General	29471	1593	Library Assistant 3
UF	Salaried		1 Educational & General	32907	1593	Library Assistant 3
UF	Salaried		1 Contracts & Grants	32885	1594	Library Associate 1
UF	Salaried		1 Educational & General	34740	1594	Library Associate 1
UF	Salaried		1 Educational & General	37346	1594	Library Associate 1
UF	Salaried		1 Educational & General	35770	1594	Library Associate 1
UF	Salaried		1 Educational & General	34572	1594	Library Associate 1
UF	Salaried		1 Educational & General	35769	1594	Library Associate 1
UF	Salaried		1 Educational & General	36477	1594	Library Associate 1
UF	Salaried		1 Educational & General	36408	1594	Library Associate 1
UF	Salaried		1 Educational & General	34917	1594	Library Associate 1
UF	Salaried		1 Educational & General	35770	1594	Library Associate 1

University	Employee Type	FTE	Funding Source/Budget Entity	Annual Salary	CLASS_CD	Class Title
UF	Salaried		1 Educational & General	37205	1594	Library Associate 1
UF	Salaried		1 Educational & General	35770	1594	Library Associate 1
UF	Salaried		1 Educational & General	31511	1594	Library Associate 1
UF	Salaried		1 Educational & General	34976	1594	Library Associate 1
UF	Salaried		1 Educational & General	38324	1594	Library Associate 1
UF	Salaried		1 Educational & General	36477	1594	Library Associate 1
UF	Salaried		1 Educational & General	34530	1594	Library Associate 1
UF	Salaried		1 Educational & General	37854	1594	Library Associate 1
UF	Salaried		1 Educational & General	33003	1594	Library Associate 1
UF	Salaried		1 Educational & General	33872	1594	Library Associate 1
UF	Salaried		1 Educational & General	36933	1594	Library Associate 1
UF	Salaried		1 Educational & General	34530	1594	Library Associate 1
UF	Salaried		1 Educational & General	36477	1594	Library Associate 1
UF	Salaried		1 Contracts & Grants	35120	1595	Library Associate 2
UF	Salaried		1 Educational & General	39713	1595	Library Associate 2
UF	Salaried		1 Educational & General	36304	1595	Library Associate 2
UF	Salaried		1 Educational & General	37472	1595	Library Associate 2
UF	Salaried		1 Educational & General	41739	1595	Library Associate 2
UF	Salaried		1 Educational & General	41080	1595	Library Associate 2
UF	Salaried		1 Educational & General	38214	1595	Library Associate 2
UF	Salaried		1 Educational & General	37259	1595	Library Associate 2
UF	Salaried		1 Educational & General	37259	1595	Library Associate 2
UF	Salaried		1 Educational & General	35599	1595	Library Associate 2
UF	Salaried		1 Educational & General	37009	1595	Library Associate 2
UF	Salaried		1 Educational & General	40283	1595	Library Associate 2
UF	Salaried		1 Educational & General	37259	1595	Library Associate 2
UF	Salaried		1 Educational & General	42251	1595	Library Associate 2
UF	Salaried		1 Educational & General	35598	1595	Library Associate 2
UF	Salaried		1 Educational & General	41878	1595	Library Associate 2
UF	Salaried		1 Educational & General	36304	1595	Library Associate 2
UF	Salaried		1 Educational & General	41219	1596	Library Associate 3
UF	Salaried		1 Educational & General	39960	1596	Library Associate 3
UF	Salaried		1 Educational & General	44724	1596	Library Associate 3
UF	Salaried		1 Educational & General	44995	1596	Library Associate 3
UF	Salaried		1 Educational & General	40189	1596	Library Associate 3
UF	Salaried		1 Educational & General	46943	1596	Library Associate 3
UF	Salaried		1 Educational & General	42009	1596	Library Associate 3
UF	Salaried		0.92 Educational & General	42430	1596	Library Associate 3

University	Employee Type	FTE	Funding Source/Budget Entry	Annual Salary	CLASS_CD	Class Title
UF	Salaried	0.06	Contracts & Grants	2767	1596	Library Associate 3
UF	Salaried	0.02	Contracts & Grants	922	1596	Library Associate 3
UF	Salaried	1	Educational & General	41781	1596	Library Associate 3
UF	Salaried	1	Educational & General	44724	1596	Library Associate 3
UF	Salaried	1	Educational & General	46066	1596	Library Associate 3
UF	Salaried	1	Educational & General	44138	1596	Library Associate 3
UF	Salaried	1	Educational & General	30336	0919	Library Technical Ast
UF	Salaried	1	Educational & General	26161	0919	Library Technical Ast
UF	Salaried	1	Educational & General	21708	0919	Library Technical Ast
UF	Salaried	1	Contracts & Grants	30636	0919	Library Technical Ast
UF	Salaried	1	Educational & General	30849	0920	Library Technical Ast, Sr
UF	Salaried	1	Educational & General	32371	0920	Library Technical Ast, Sr
UF	Salaried	1	Educational & General	26853	0920	Library Technical Ast, Sr
UF	Salaried	1	Educational & General	28400	0920	Library Technical Ast, Sr
UF	Salaried	1	Educational & General	31754	0920	Library Technical Ast, Sr
UF	Salaried	1	Educational & General	32328	0920	Library Technical Ast, Sr
UF	Salaried	1	Educational & General	32652	0920	Library Technical Ast, Sr
UF	Salaried	1	Educational & General	30503	0920	Library Technical Ast, Sr
UF	Salaried	1	Educational & General	34620	0920	Library Technical Ast, Sr
UF	Salaried	1	Educational & General	29369	0920	Library Technical Ast, Sr
UF	Salaried	1	Educational & General	31055	0920	Library Technical Ast, Sr
UF	Salaried	1	Educational & General	33166	0920	Library Technical Ast, Sr
UF	Salaried	1	Educational & General	33301	0920	Library Technical Ast, Sr
UF	Salaried	1	Educational & General	32651	0920	Library Technical Ast, Sr

There are no set pay grades associated with faculty positions. Their salaries are negotiable with the hire contract.

**Faculty Series and Specialty Titles**

Title	Minimal Qualifications	Basic Duties	Tenure/Permanent Status eligible	Benefits
Assistant Professor	Highest degree possible in field or equivalent professional experience; Evidence of pertinent experience for the position and qualities for the academic unit	Primarily engaged in teaching/research/extension or any combination of the three general areas	Yes	Yes
Associate Professor	Highest degree possible in field or professional experience <u>above</u> what would be equivalent to the highest degree obtained; Evidence of creative work, professional writing, successful teaching, and research; Distinguished record of achievement beyond assistant professor	Primarily engaged in teaching/research/extension or any combination of the three general areas	Yes	Yes
Professor	Highest degree possible in field or equivalent professional experience; Recognized nationally or internationally and/or an outstanding teacher in his/her field; Distinguished record of achievement beyond associate professor level	Primarily engaged in teaching/research/extension or any combination of the three general areas	Yes	Yes
Assistant Curator	Highest degree possible in field or equivalent professional experience; Evidence of pertinent experience for the position and qualities for the academic unit	Primarily engaged in teaching and research or any combination of the two general areas	Yes	Yes
Associate Curator	Highest degree possible in field or professional experience <u>above</u> what would be equivalent to the highest degree obtained; Evidence of creative work, professional writing, successful teaching, and research	Primarily engaged in teaching and research or any combination of the two general areas	Yes	Yes
Curator	Highest degree possible in field or equivalent professional experience; Recognized nationally or internationally and/or an outstanding teacher in his/her field; Distinguished record of achievement beyond associate professor level	Primarily engaged in teaching and research or any combination of the two general areas	Yes	Yes

 University Librarian	A master's degree in Library Science from an American Library Association accredited institution A minimum of eight years experience as a librarian after receiving the master's degree in Library Science or equivalent preparation in some combination of advanced subject degrees, scholarly work and library experience is required.	Primarily engaged in scholarship, librarianship, and research	Yes	Yes
PKY Assistant Professor	Highest degree possible in field or equivalent professional experience; Evidence of pertinent experience for the position and qualities for the academic unit	Primarily engaged in teaching and research	Yes	Yes
PKY Associate Professor	Highest degree possible in field or professional experience <u>above</u> what would be equivalent to the highest degree obtained; Evidence of creative work, professional writing, successful teaching, and research; Distinguished record of achievement beyond assistant professor	Primarily engaged in teaching and research	Yes	Yes
PKY Professor	Highest degree possible in field or equivalent professional experience; Recognized nationally or internationally and/or an outstanding teacher/researcher in his/her field; Distinguished record of achievement beyond associate professor level	Primarily engaged in teaching and research	Yes	Yes
County Extension Agent I	Candidates shall hold a master's degree and/or bachelor's degree with relevant experience and accomplishments.	Primarily engaged in extension work; Develop educational programs in concert with counties	Yes	Yes
County Extension Agent II	Candidates shall hold a master's degree or 50% of hours completed towards a master's degree along with qualifying experience or accomplishments.	Primarily engaged in extension work; Develop educational programs in concert with counties	Yes	Yes
County Extension Agent III	Candidates shall hold a master's degree and qualifying experience or accomplishments; Evidence of creative work, professional writing, or applied extension research	Primarily engaged in extension work; Develop educational programs in concert with counties	Yes	Yes

County Extension Agent IV	Candidates shall hold a master's degree and qualifying experience or accomplishments; statewide recognition for educational programs; creative work, professional writing, or applied extension research of high quality	Primarily engaged in extension work; Develop educational programs in concert with counties	Yes	Yes
Assistant-In	Master's degree in an appropriate area of specialization or a bachelor's degree in an appropriate area of specialization and relevant experience/ or training.	Variable; Connected to academic function of the unit	No	Yes
Associate-In	Master's degree in an appropriate area of specialization or a bachelor's degree in an appropriate area of specialization and qualifying experience/ or training beyond Assistant-In	Variable; Connected to academic function of the unit	No	Yes
Senior Associate-In	Master's degree in an appropriate area of specialization or a bachelor's degree in an appropriate area of specialization and qualifying experience/ or training beyond Assistant-In	Variable; Connected to academic function of the unit	No	Yes
Assistant Research Scientist	Highest degree possible in field or equivalent professional experience; Evidence of pertinent experience for the position and qualities for the academic unit	Primarily engaged in research	No	Yes
Associate Research Scientist	Highest degree possible in field or professional experience <u>above</u> what would be equivalent to the highest degree obtained; Evidence of creative and successful research; Distinguished record of achievement beyond prior level	Primarily engaged in research	No	Yes
Research Scientist	Highest degree possible in field or equivalent professional experience; Recognized nationally or internationally and/or an outstanding researcher in his/her field; Distinguished record of achievement beyond associate research level	Primarily engaged in research	No	Yes
Assistant Scholar	Highest degree possible in field or equivalent professional experience; Evidence of pertinent experience for the position and qualities for the academic unit	Primarily engaged in scholarship	No	Yes

Associate Scholar	Highest degree possible in field or professional experience <u>above</u> what would be equivalent to the highest degree obtained; Evidence of creative and successful scholarship; Distinguished record of achievement beyond assistant research scientist	Primarily engaged in scholarship	No	Yes
Scholar	Highest degree possible in field or equivalent professional experience; Recognized nationally or internationally and/or an outstanding scholar in his/her field; Distinguished record of achievement beyond associate research level	Primarily engaged in scholarship	No	Yes
Assistant Extension Scientist	Highest degree possible in field or equivalent professional experience; Evidence of pertinent experience for the position and qualities for the academic unit	Primarily engaged in extension research	No	Yes
Associate Extension Scientist	Highest degree possible in field or professional experience <u>above</u> what would be equivalent to the highest degree obtained; Evidence of creative and successful research; Distinguished record of achievement beyond assistant research scientist	Primarily engaged in extension research	No	Yes
Extension Scientist	Highest degree possible in field or equivalent professional experience; Recognized nationally or internationally and/or an outstanding researcher in his/her field; Distinguished record of achievement beyond associate research level	Primarily engaged in extension research	No	Yes
Post Doctoral Associates (Post Docs)	Doctorate in appropriate field	Variable; Connected to academic function ; Render compensable services to UF for specific tasks/duties	No	Yes--Limited Benefits
Eminent Scholar	Doctorate in appropriate field; Outstanding professional qualifications, reputation and scholarly activities	Variable; based on function of the department	Yes	Yes
Distinguished Professor	Must currently hold rank of professor; Evidence of outstanding accomplishments in research, service, or teaching	Variable; based on function of the department	Yes	Yes

352.392.2 HRS

Lecturer	Highest degree possible in field or equivalent professional experience; Evidence of pertinent experience for the position and qualities for the academic unit	Primarily engaged in teaching	No	Yes
Senior Lecturer	Highest degree possible in field or professional experience <u>above</u> what would be equivalent to the highest degree obtained; Evidence of successful teaching, Distinguished record of achievement beyond lecturer	Primarily engaged in teaching	No	Yes
Master Lecturer	Highest degree possible in field or equivalent professional experience; Recognized nationally or internationally and/or an outstanding teacher in his/her field; Distinguished record of achievement beyond senior lecturer	Primarily engaged in teaching	No	Yes
Assistant University Librarian	A master's degree in Library Science from an American Library Association accredited institution. Demonstrated equivalent training and experience in the area of bibliographic theory and practice as applied to highly specialized areas, e.g. archives, rare and special collections, etc. may be acceptable in some cases.	Primarily engaged in scholarship, librarianship, and research	Yes	Yes
Associate Librarian	A master's degree in Library Science from an American Library Association accredited institution is required. A minimum of five years as a librarian after receiving the master's degree in Library Science or equivalent preparation in some combination of advanced subject degrees, scholarly work, and library experience are required.	Primarily engaged in scholarship, librarianship, and research	Yes	Yes

**TEAMS & USPS Salary Ranges**

10/12/2012

UNIVERSITY OF FLORIDA

**TEAMS - Exempt**

Salary Plan: TA12

\*IT positions not included (see below)

Grade	Minimum Hourly/Annual	Maximum Hourly/Annual
1	\$25,109.01	none
2	\$28,425.81	none
3	\$33,631.97	none
4	\$39,861.09	none
5	\$46,361.26	none
6	\$53,970.75	none
7	\$63,518.50	none

**TEAMS/USPS - Exempt/Non Exempt**

Salary Plans: TU2E, TU2N, US2E, US2N

\*IT, Health Care, Law Enforcement, and Radio positions not included (see below)

Grade	Minimum Hourly/Annual	Maximum Hourly/Annual
10	\$10.00 \$20,880.00	\$17.91 \$37,396.08
11	\$11.00 \$22,880.00	\$19.40 \$40,507.20
12	\$12.00 \$24,880.00	\$21.26 \$44,390.88
13	\$13.00 \$26,880.00	\$23.44 \$48,942.72
14	\$14.00 \$28,880.00	\$26.08 \$54,455.04
15	\$15.00 \$30,880.00	\$29.09 \$60,739.92
16	\$16.00 \$32,880.00	\$32.70 \$68,277.60
17	\$17.00 \$34,880.00	\$36.83 \$76,901.04
18	\$18.00 \$36,880.00	\$41.78 \$87,236.64
19	\$19.00 \$38,880.00	\$47.64 \$99,472.32
20	\$10.88 \$22,717.44	\$29.09 \$60,739.92
21	\$11.88 \$24,547.20	\$32.70 \$68,277.60
22	\$12.10 \$25,264.80	\$36.83 \$76,901.04
23	\$12.64 \$26,327.36	\$41.78 \$87,236.64
24	\$13.40 \$27,979.20	\$47.64 \$99,472.32
25	\$14.20 \$29,520.00	\$54.53 \$113,850.58
26	\$15.03 \$31,382.64	\$63.10 \$131,750.79
27	\$16.06 \$33,324.48	\$72.77 \$151,614.24
28	\$16.97 \$35,433.36	\$83.64 \$173,472.32
29	\$18.00 \$37,680.00	\$95.91 \$200,006.40
30	\$19.21 \$40,101.68	\$109.62 \$230,000.00
31	\$20.44 \$42,686.72	\$124.87 \$263,630.40
32	\$22.24 \$46,443.95	\$142.77 \$299,970.24
33	\$23.21 \$48,340.32	\$162.37 \$340,937.04

**Radio Positions**

Salary Plans: TU2E, US2E

Grade	Minimum Hourly/Annual	Maximum Hourly/Annual
61	\$10.00 \$20,880.00	\$18.91 \$39,487.67
62	\$11.51 \$23,806.72	\$21.91 \$45,229.16
63	\$13.55 \$28,288.68	\$30.91 \$64,544.12
64	\$17.67 \$36,605.92	\$37.77 \$78,246.76

Non-exempt (TEAMS or USPS)  
Job Code 001116  
Effective 1/8/03  
CBU 36  
FLSA Include Y  
EEO Category 07  
Pay Grade 54

UF  
Paraprof

**Type of Work**

This is work supervising\* law enforcement operations on an assigned shift; law enforcement operations on a branch campus; or a specialized\* law enforcement function.

**Examples of Work (not all inclusive)**

Conducts roll call briefings prior to field assignments.  
Submits written or oral reports.  
Receives complaints from and/or against shift personnel.  
Serves as Field Supervisor to assigned law enforcement personnel.  
Instructs law enforcement personnel in operational procedures.  
May assume Command Officer responsibility for a shift.  
May develop, coordinate, and/or deliver in service law enforcement training.  
May act as public information officer.

**Minimum Qualifications**

Must meet Florida statutory and Administrative Code requirements. Must meet the requirements of Chapter 943, Florida Statutes\*, and have three years of sworn law enforcement or sworn investigation experience, and for promotional appointments, successful completion of the Board of Education' written test for this class. Appropriate college course work or vocational/technical training may substitute at an equivalent rate for the required experience.

\*See Definition of Terms

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**LIBRARY TECHNICAL ASSISTANT**

Non-exempt (TEAMS or USPS)  
Job Code 000919  
Effective 1/8/03  
CBU 31  
FLSA Included Y  
EEO Category 05  
Pay Grade 16

**Type of Work**

This is work performing paraprofessional\* library tasks.

**Examples of Work (not all inclusive)**

Works at a circulation desk.  
Advises patrons on the location of materials and/or the use of automated search systems.

Performs routine bibliographic searches in a specific area of cataloging and/or acquisition; reviews and edits catalog records.

Prepares catalog cards and processes materials for collections; maintains assigned collection card catalog, shelf list, or data base.

Processes interlibrary loan transactions and maintains relevant files.

Maintains statistical records for a library program.

Receives and processes serials, periodicals and journals and prepares for binding.

#### **Minimum Qualifications**

A high school diploma and two years of appropriate experience. Appropriate college course work or vocational/technical training may substitute at an equivalent rate for the required experience.

\* See Definition of Terms

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### **LIBRARY TECHNICAL ASSISTANT SUPERVISOR**

Non-exempt (TEAMS or USPS)

Job Code 000921

Effective 1/8/03

CBU 37

FLSA Included Y

EEO Category 05

Pay Grade 19

#### **Type of Work**

This is work supervising\* paraprofessional\* library staff.

#### **Examples of Work (not all inclusive)**

Assists in the selection of materials for the assigned collection area(s).

Insures the integrity of automated data bases.

#### **Minimum Qualifications**

A high school diploma and five years of appropriate experience. Appropriate college course work or vocational/technical training may substitute on an equivalent basis for the required experience.

\*See Definition of Terms

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### **Library Assistant I**

Non-exempt (TEAMS)

Job Code 001591

Effective 11/02/2006

FLSA Included Y

Pay Grade 16

This is the first level of a six-level series.

Performs basic tasks in acquiring, organizing, preserving or interpreting information resources that support specific library, archives or records processes.

Responsibilities are straightforward and performed within a well-defined, highly structured, prescribed set of parameters

Employees at this level exercise limited independent judgment in determining methods or procedures to be used in making minor decisions.

Limited knowledge and application of standard or specialized library systems.

Knowledge of routine or repetitive tasks or operations which typically includes following step-by-step instructions and requires little or no previous training or experience or skill to operate basic equipment.

Work is performed under close and direct supervision.

May assist in training and/or monitoring of OPS and student staff.

Contact may be limited to the unit/department or within Libraries to expedite the processing of materials and information. May have contact with a diverse patron population to provide general information about unit or general library operations and services.

#### **Minimum Qualifications**

High School diploma or GED and six months of library or related clerical / customer service experience.

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#### **Library Assistant II**

Non-exempt (TEAMS)

Job Code 001592

Effective 03/30/2007

FLSA Included Y

Pay Grade 18

This is the second level of a six-level series.

Performs basic tasks in acquiring, organizing, preserving or interpreting information resources that support a narrow range of library, archives or records processes.

Responsibilities are of limited complexity and performed within a defined, structured, prescribed set of parameters.

Employees at this level exercise some discretion in selecting alternative work methods or in rendering independent judgments - within a limited range of choices.

Analysis of data by generally established routines. Performance of tasks from general instructions.

General knowledge and limited application of standard or specialized library systems.

Knowledge of a body of standardized rules, procedures or operations requiring significant training and/or experience to perform the full range of standard assignments and resolve recurring problems. Or, skill, acquired through significant training and experience, to operate varied equipment.

Work is performed under direct supervision and is controlled by routine review, and report to or consult with supervisors.

May hire, train, and/or supervise OPS and student staff, Library Assistant I staff.

Contact may be within the unit/department or within defined other Library departments, as well as with a diverse patron population, to provide information, explain services, policies or procedures, and to receive information necessary to complete work assignments. Questions that require interpretation or are not easily resolved might require referral to a Supervisor.

#### **Minimum Qualifications**

High School diploma or GED and 2 years of library or related clerical / customer service experience; or a Bachelors degree.

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### **Library Assistant III**

Non-exempt (TEAMS)

Job Code 001593

Effective 12/22/2006

FLSA Included Y

Pay Grade 20

This is the third level of a six-level series.

Performs moderately difficult duties in acquiring, organizing, preserving or interpreting information resources that support a narrow range of library, archives, or records processes.

Responsibilities are multifaceted and performed within prescribed set of parameters.

Normal assignments may include responsibility for opening or closing a facility, branch or department.

Employees at this level exercise a moderate amount of independent judgment in developing their own work sequences and in selecting alternative work methods - within a range of choices.

Research and analysis of data pertaining to problems of a routine nature.

Familiarity with and limited application of standard or specialized library systems.

Knowledge of an extensive body of rules, procedures or operations requiring extended training and/or experience to perform a wide variety of interrelated or non-standard assignments and resolve a wide range of problems. Or, practical knowledge of standard procedures in a functional area or department.

Work is performed under general supervision and is periodically reviewed for progress and conformance to established policies and requirements.

May hire, train, and/or supervise OPS and student staff, Library Assistant I and Assistant II staff.

Contact may be within or outside of the unit/department, as well as with a diverse patron population, to explain ideas and concepts, answer questions, provide information/data, and solve routine problems. Questions that require interpretation or are not easily resolved might require referral to a Supervisor.

#### **Minimum Qualifications**

High School diploma or GED and 4 years of library or related clerical / customer service experience; or a Bachelors degree and one year of library or related clerical / customer service experience.

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### **LICENSED PRACTICAL NURSE**

Non-exempt (TEAMS or USPS)

Job Code 000974

Effective 1/8/03

CBU 33

FLSA Included Y

EEO Category 05

Pay Grade 18

#### **Type of Work**

This is work providing practical nursing services to patients under the direction of a licensed medical professional.

#### **Examples of Work (not all inclusive)**

Performs initial assessments of patients.

Performs routine diagnostic tests and procedures such as taking vital signs, changing sterile dressings, and giving irrigations and enemas.

Administers medication and prepares intravenous set ups.

Reports any unusual symptoms of patients.

Provides documentation to and updates patient records.

Prepares and administers hypodermic injections as ordered by an attending physician.

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- Reviews police activities through personal conferences and/or incident reports.
- Assists in budget preparation for assigned area(s).
- Serves as law enforcement liaison with outside law enforcement and other regulatory agencies.
- Prepares administrative reports.
- Conducts background and other internal personnel investigations.
- Pursues, apprehends, and arrests law violators or suspected law violators.

**Minimum Qualifications**

Must meet the requirements of Chapter 943, Florida Statutes\* and have four years of sworn law enforcement or sworn investigative experience. Appropriate college course work or vocational/technical training may substitute at an equivalent rate for the required experience.

\*See Definition of Terms

**Library Associate I**

Melissa from Classification & Compensation

Associate Dean & Associate University Librarian

Exempt (TEAMS Only)  
 Job Code 001594  
 Effective 03/30/2007  
 Pay Grade 22

REPORT TO HIM/HER  
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This is the fourth level of a six-level series.

Performs moderately difficult duties in administering, acquiring, organizing, preserving or interpreting information resources that may support a specialized library, archives or records function.

Responsibilities are complex and performed within a general outline of parameters and employees are generally free to develop their own sequences and methods within the scope of established policies.

Employees at this level exercise a general degree of authority, independence and initiative in prioritizing, decision-making or problem solving - using discretionary judgment.

Analysis of data to solve complex, non-routine problems. Interpretation of general policy and development of instructions for others.

Working knowledge of standard library systems and broad application of specialized library systems.

Knowledge of basic concepts and methodology of a functional area or department, and skill in applying this knowledge in carrying out assignments. Or practical knowledge of technical methods to perform assignments such as carrying out limited projects that involve use of specialized complicated techniques.

Work is performed under general supervision and is subject to periodic review primarily through observation of results and problems identified.

May hire, train, and/or supervise regular staff and/or OPS and student staff.

Contact may be within or outside of the unit/department, as well as with a diverse patron population, to advise on work efforts, interpret guidelines or instructions, elicit opinions or give guidance on the basis of facts to resolve common issues or problems. Questions that require higher-level authority for decision-making are referred to a Supervisor

#### **Minimum Qualifications**

Bachelor's degree and two years of related library experience; or a Master's degree and one year of related library experience; or any equivalent combination of experience, training and/or education.

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### **Library Associate II**

Exempt (TEAMS Only)

Job Code 001595

Effective 03/30/2007

Pay Grade 24

This is the fifth level of a six-level series.

Performs advanced level activities in administering, acquiring, organizing, preserving or interpreting information resources that support a specialized library, archives or records function. Coordinates specialized workflows or the work of the unit/ department by developing and/or directing processes and procedures.

Responsibilities are complex and performed within a general outline of expected results.

Employees at this level exercise a high degree of authority, independence, and initiative in prioritizing, decision-making, and creative problem solving that require careful interpretation and frequent use of discretionary judgment.

Use of independent judgment in planning sequence of major operations and in making decisions from complex alternatives.

Decisions are subject only to general review. Performance may affect the entire functional area or department.

Extensive knowledge and experience with standard library systems and in- depth application of specialized library systems.

Knowledge of a wide range of concepts, principles, and practices in a functional area or department and skill in applying this knowledge to difficult and complex work assignments. Or, a comprehensive, intensive, practical knowledge of a functional area or department and skill in applying this knowledge to the development of new methods, approaches, or procedures.

Work is measured by observation of goal-directed results achieved, and is subject to occasional supervisory review.

Goal-directed implies that the supervisor provides directions for the goals set by the employee.

May hire, train, and/or supervise regular staff and/or OPS and student staff.

Contact may be within or outside of the unit/department, as well as with a diverse patron population, to resolve problems, coordinate and expedite materials/information processing, coordinate and advise on work efforts, interpret guidelines or instructions, elicit opinions or give recommendations to resolve common and uncommon issues or problems. Exceptional circumstances may warrant assistance from a department head or other higher authority.

#### **Minimum Qualifications**

Bachelor's degree and four years of related library experience; or a Master's degree and two years of related library experience; or any equivalent combination of experience, training and/or education.

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### **Library Associate III**

Exempt (TEAMS Only)

Job Code 001596

Effective 03/30/2007

Pay Grade 26

This is the sixth level of a six-level series.

Manages advanced level activities in administering, acquiring, organizing, preserving or interpreting that support a specialized library, archives or records function. Organizes and directs specialized workflows or the work of the unit/ department by developing and/or managing processes and procedures and by establishing priorities and plans.

Responsibilities are highly complex and performed within a general outline of expected results.

Employees at this level exercise an exceptional degree of authority, independence, and initiative in decision-making and creative problem-solving that requires careful interpretation and constant use of discretionary judgment.

Use of independent judgment to develop general objectives and plans; selects course of action from complex alternatives.

Decisions substantially affect functional area or department, and perhaps the Library, both at current time and in the future.

Comprehensive knowledge and experience with standard library systems, and broad-based, in-depth application of specialized library systems.

Mastery of a functional area or department. Applies theories and new developments to problems. Makes recommendations and significantly changes, interprets or develops important policies or programs for a functional area or department

Work is measured by observation of goal-oriented results achieved, and is subject to occasional supervisory review.

Goal-oriented implies that the employee takes the lead in developing goals for the function or department and negotiates these with a supervisor.

May supervise a unit of Library employees with direct responsibility for hiring, training, and evaluating regular staff and OPS and student staff.

Contact may be within or outside of the unit/department, as well as with a diverse patron population, to manage and direct a service or function, assess results, set priorities, provide information and/or reference assistance, resolve problems and coordinate projects. Exceptional circumstances may warrant assistance from a department head or other higher authority.

#### **Minimum Qualifications**

Bachelor's degree and six years of related library experience; or a Master's degree and three years of related library experience; or any equivalent combination of experience, training and/or education.