



Job Description

Adult Services Librarian

Pay Grade: G07

Employment Status: Full-Time

FLSA Status: Non-exempt

Experience Required: Minimum one (1) year of related experience. Additional experience, in addition to evidence of pursuit of stated degree, may be substituted for education.

Minimum Education Requirements: Bachelor's Degree Library Science or a related field. PVP indicated a Master's degree in Library Services is required.

Department: Recreation.

Direct Supervisor: Library Manager.

Supervisory Responsibility: Direct (0); Indirect (0)

Primary Work Location: Works inside in an office setting.

Certification: Valid State of Florida driver's license.

Job Summary: Performs professional library work in planning, organizing, and directing library services for adults.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Work with members of the community and develop and implement programs for adults.
- Select and catalog materials for the adult collection; order new movies and non-fiction books.
- Maintain a collection of materials that support library goals; discard old outdated or damaged materials.
- Assist patrons in finding information in print and online.
- Provide reference and reader's advisory for adults.
- Oversee and maintain the integrity of the materials database.
- Plan and maintain displays in the adult section.
- Research, write, and administer grants.
- Develop promotional materials, using publicity materials such as posters and fliers.
- Collect and prepare statistical reports.
- Maintain the library's online calendar of events.
- Schedule groups to use the meeting rooms; regular contact with members of the community at all levels hosting a variety of events.
- Enforce library policies and procedures.
- Order supplies and create requisitions for the Library's purchases and receive the orders into the City's computer system.
- Oversee and lead the adult discussion groups as needed.
- Work with other cooperative library staff in the county.
- Serve as passport acceptance agent' process applications.
- Perform other job duties as assigned.



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Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Modern office methods, practices, and equipment.
- Principles and methods of professional library service.
- Library organization and operations.
- Library automation procedures and practices.
- City's functions, policies, and procedures.

Skills

- Strong written and oral communications and relational skills.
- Public relations and customer service.
- Follow and relay complex oral and written instructions, policies and procedures.
- Operate a variety of office equipment, including computer terminal, printer, calculator, fax, typewriter, and copier.

Abilities

- Firm grasp of cataloging of materials for patron access.
- Work cooperatively with other staff and members of the community.
- Plan, organize, and present programs for adults.
- Work with a high degree of independent judgment.

Physical Demands

The work is light work which requires exerting up 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The following physical abilities are required:

- Balancing: Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- Crouching: Bending the body downward and forward by bending leg and spine.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.



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- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Visual Acuity 2: Including color, depth perception, and field vision.
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.



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Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- ☐ I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date