**Librarian Position**

**Job Overview**

Performs professional and supervisory library duties by managing a library agency or library function.

**Minimum Qualifications**

* Master's Degree in Library Science (MLS) from an American Library Association accredited college or university; AND
* Possession of a valid Florida Driver's License.

**Core Competencies**

* Customer Commitment - Proactively seeks to understand the needs of the customer and provide the highest standards of service.
* Dedication to Professionalism and Integrity - Demonstrates and promotes fair, honest, professional and ethical behaviors that establishes trust throughout the organization and with the public we serve.
* Organizational Excellence - Takes ownership for excellence through one's personal effectiveness and dedication to the continuous improvement of our operations.
* Success through Teamwork - Collaborates and builds partnerships through trust and the open exchange of diverse ideas and perspectives to achieve organizational excellence.

Duties and Responsibilities

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.

* Provides reference and reader's advisory services.  Instructs and assists customers in accessing library information.
* Plans, promotes, and presents programming.  Coordinates, markets and manages programming led by outside presenters.  Participates in community engagement activities and community outreach.
* Executes performance management duties to include but not limited to: training, coaching, documenting and evaluating performance of subordinate staff.
* Effectively assumes in-charge responsibilities for routine daily operations of an agency, building and grounds as assigned.
* Trains, schedules, and supervises library volunteers.
* Actively seeks and participates in professional development opportunities and stays abreast of emerging technology and trends in the Library Information Science Field.
* Serves on library committees and task forces as directed.
* Performs collection development and management activities.
* Maintains knowledge and practices adherence to library and county policies and procedures, rules and practices.
* May include assuming agency in-charge responsibilities.
* Performs other related duties as required.

Job Specifications

* Knowledge of public library principles and processes, including the creation, communication, identification, selection, organization, storage, retrieval, evaluation and dissemination of information.
* Knowledge of the role of the public library and the services it provides to a diverse clientele in an environment of rapid technological change.
* Knowledge of Library, County and HR policies and procedures.
* Knowledge of the foundation and application of information technology, creation and management.
* Skill in the use of standard office equipment and Microsoft Office Suite.
* Ability to apply the concepts of public library management, including effective decision making, problem solving, analysis and evaluation of professional issues, operational problems, policies and standards.
* Ability to work effectively with others.
* Ability to make effective decisions.
* Ability to assist patrons in the use of library materials in all formats.
* Ability to plan, organize and supervise the work of others.
* Ability to communicate effectively both orally and in writing.
* Ability to accurately sort, file, and/or retrieve material using alphabetical, numerical and chronological systems.
* Ability to instruct customers in the use of library materials in all formats.
* Ability to develop curriculum for new instructional programs.

Physical Requirements

* Must be able to lift, pull, stand, bend, kneel, sit, stoop, crouch, balance and walk for extended periods of time.  Sitting at a computer workstation for extended periods of time.
* Ability to handle materials weighing up to 35 pounds.
* Inside work 95% of the time and outside work 5% of the time.

Work Category

Medium Work - Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Emergency Management Responsibilities

In the event of an emergency or disaster, an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department, the County's Office of Emergency Management, or County Administration.  Such assignments may be for before, during or after the emergency/disaster.

Additional Job Requirements

A department, depending on the nature of its mission and operations, may require employees in all or certain positions in this job classification to:

* Maintain the ability to pass the background checks required for the position.  These background checks may include but are not limited to:
  + Criminal History Background check using Florida Department of Law Enforcement (FDLE) Criminal Justice Information Services (CJIS)
  + Level 1 and Level 2 background screening (Ch. 435 Florida Statutes)
  + Child Abuse, Abandonment and Neglect Record Check using the State Automated Child Welfare Information System (SACWIS)
  + Sex Offender and Sexual Predator record check using the list maintained by the Florida Department of Law Enforcement (FDLE)
* Possess the necessary job related license(s) or certification(s) that may include possession of a Florida Driver's License (Class E) or an applicable Commercial Driver's License (CDL).

Career Progression

Employees in this classification that acquire the competencies and minimum qualifications for the next tier will be able to apply for promotional opportunities through a competitive selection process.  Employees will not automatically be upgraded to the next tier.  Reclassifying a position is based on business need and financial impact and is not based solely on the job competencies or qualifications of the incumbent.