

**CITY OF ST. MARYS, GEORGIA
CLASS SPECIFICATION**

CLASS TITLE: LIBRARY PROGRAMS SPECIALIST
DEPARTMENT: LIBRARY
REPORTS TO: LIBRARY DIRECTOR

CLASS CODE: 1037
FLSA STATUS: E
DATE: 06/13

JOB SUMMARY AND DISTINGUISHING FEATURES:

Serves as lead worker and performs a variety of complex technical and administrative library services functions, including: coordinating the functions of the children's department; training library staff in computer functions; and serving as Library Director in his/her absence.

As a municipal organization, the City of St. Marys is an emergency provider of services. Some emergency situations, including weather related emergencies, may necessitate City of St. Marys employees to assist in areas of work which may not be directly related to the employees specific job function, but which will be within the physical capabilities, training, and skills of the employee.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Carries out lead worker responsibilities including: training in job skills, assigning and directing work, assisting staff in resolving problems; making recommendations in performance appraisal, and reporting problems to supervisor.

Develops and oversees children's services provided through the library system, including: coordinating various programs, clubs, etc; scheduling entertainers/speakers; developing and distributing flyers, brochures, articles, etc., advertising programs; decorating library based on program themes; taking photographs; scheduling story hours; meeting with regional library officials regarding programs; maintaining various records and certificates; explaining program requirements to participants; selecting and ordering materials and prizes; providing library orientation; teaching library skills (i.e. using computer catalog system, library cards, rules, etc.); working with staff members to assess needs; hosting on-site tours; and providing assistance to parents, teachers and other members of the general public.

Acquires juvenile books and materials, including: reviewing library book catalogs and professional library review journals; selecting books and materials; submitting book/materials orders; maintaining related records; and taking book requests from patrons.

Prepares books, videos and other materials for addition to the collection; maintains records of all materials processed.

Assists with the operation of the circulation desk, including: checking materials in and out; answering reference questions; maintaining petty cash and receipts; preparing deposits; registering new patrons; performing notary services; registering voters; re-shelving books; assisting patrons in use of computers and other library equipment; and answering phones, providing assistance and/or forwarding call to appropriate staff member.

Serves as Library Director in his/her absence.

Disseminates a variety of information and/or reports to various agencies, divisions, or departments via telephone, mail, email or fax.

May serve as backup for other positions within the department.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Micro-Film Reader/Printer
Sensitizer

Audiovisual Equipment
General Office Equipment

Computer(s)

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Associate's degree or equivalent from a two-year college or technical school (Bachelor's degree is preferred); and,

Three to four years of progressively responsible related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Notary Public

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Developmental needs of children and youth.

Appropriate literature for children.

Basic principles and practices of library science, cataloguing systems, terminology, technology and management.

Standard reference materials, information sources and research techniques.

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

Community interests and needs.

Basic accounting.

Skill in:

Organizing, assigning, leading and reviewing the work of staff.

Using reference materials and assisting patron in locating information.

Using tact, discretion, initiative and independent judgment within established guidelines.

Using a computer terminal to accurately and rapidly enter and retrieve data and information.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Communicating clearly and effectively, both orally and in writing.

Mental and Physical Abilities:

Ability to provide reference assistance to the public.

Ability to provide effective service and communicate with patrons and staff.

Ability to analyze problems and find solutions.

Ability to read information from a computer and enter data into computer.

While performing the essential functions of this job, the incumbent is regularly required to sit; use hands to finger, handle, or feel objects; reach with hands and arms; ascend and descend ladders and stairs; bend body downward and forward by bending spine at the waist, requiring full use of the lower extremities and back muscles; speak and hear; see and perceive color and depth; and push, pull and/or lift up to 40 pounds occasionally.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust. While performing the essential job functions, the incumbent is exposed to possible bodily injury from moving mechanical parts of equipment, tools, or machinery and/or electrical shock.

The incumbent's working conditions are typically moderately quiet.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.