

**City of Salem**  
**CLASS SPECIFICATION**

CLASS. TITLE:	Division Librarian	CLASS. CODE: 0307
DEPARTMENT:	Library	FLSA: E
REPORTS TO:	Assistant Library Director	DATE: 7/1/2002

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**Job Summary:**

Responsible for the planning and operation of all phases of assigned division including budget management, personnel management, coordination and execution of division programs and the development and management of materials collection for the library.

**Essential Job Functions**

(All functions may not be performed by all incumbents.)

1. Supervises, hires, trains and assigns duties, appraises performance and oversees scheduling of assigned staff.
2. Prepares and monitors division budget including staffing needs, capital expenditures and supplies. Anticipate future needs for staff, materials, library collection development and electronic database purchases.
3. Manages book budget by assigning subject areas to staff, allocating budget to meet collection goals, tracking spending from general materials and special fund accounts and assigning funding among the codes.
4. Participates on library management team to ensure the division needs and concerns are presented to library administration and to help plan for overall library operations and future growth.
5. Handles patron complaints and refers written complaints to administration with assessment and suggestions for resolution.
6. Monitors trends in services to ensure innovation and creativity throughout the library's programs.
7. Prepares library-related programs and tours for library associations, schools, business fairs, youth groups, etc. Develops displays and bibliographies.
8. Seeks grant funding for special programs and services and coordinates, executes and evaluates grants.

**Important Job Functions**

1. Develops, monitors and evaluates workflow.
2. Analyzes technical library programs to develop solutions.
3. Develops, manages, maintains and evaluates library collections and specialized library web pages.
4. Provides specialized research assistance to library patrons.
5. Develops specialized programs to meet the needs of diverse population groups.
6. Attends meetings and various training seminars and conferences as required.
7. Plans and presents programs and professional meetings and conferences.
8. Performs other duties as required by supervisor.

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**MATERIAL AND EQUIPMENT USED:**

- Desktop computer
- Networked client/server and Internet based computer systems
- Calculator
- Video projector and VCR
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Master's degree from an accredited college or university in library science or a related field; and,

Four (4) years of experience in a related field; or,

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

**License(s) and Certification(s):**

- None required.

**KNOWLEDGE AND ABILITIES:**

**Knowledge of:**

- Principles and practices of library science and objectives of public library services.
- Electronic and book reference resources and emerging technologies.
- Budgeting through the use of spreadsheets and other analytical tools.
- Practices and philosophy of library service specific to the assigned division such as Adult Services(i.e. reference services, adult programming), Outreach/Extension Services(i.e. bookmobiles, branch libraries), Youth Services(i.e. children's programming, reference services to children), or Technical Services(i.e. cataloging, classification, library automation).
- Financial management systems and reporting may be required.
- Contemporary office practices and procedures and basic office software products.

**Ability to:**

- Use word processing, spreadsheets, presentation and graphics software, Telnet and ftp software.
- Provide specialized research assistance.
- Use online databases and understand search engines and techniques.
- Use library specific vendor software.
- Communicate effectively verbally and in writing to a wide range of individuals.
- Speak and present effectively in front of large groups.
- Work independently and make decisions with minimal supervision.
- Comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Establish and maintain effective working relationships with individuals, coworkers, other agencies and the public.
- Maintain required work hours and attendance.

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**Physically able to:**

- Sit, keyboard, write, hear and speak for extended periods.
- Stand frequently for extended periods.
- Bend, kneel, stoop or climb.
- Multitask with constant interruptions.
- Lift up to 10 pounds.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.