

# LIBRARY SPECIALIST I/II

## **Purpose:**

To actively support and uphold the City's stated mission and values. To perform a wide variety of complex technical library work in the adult services, youth services, study center, acquisitions, circulation, and/or cataloging sections.

## **Distinguishing Characteristics:**

<u>Library Specialist I</u> – This is the entry and training level in the flex series. This class is distinguished from the II level by the performance of more routine tasks, and receives close supervision while learning the full range of higher level technical work in the area of assignment.

<u>Library Specialist II</u> – This is the full journey level class within the Library Specialist series. Employees within this class are distinguished from the Library Specialist I by the performance of the full range of technical duties in their assignment area, and may also include leading lower level staff and volunteers. The II level in the flex series may be staffed by advancement from the I level per the needs of the department providing the employee is off probation, meets the minimum qualifications for the II level, and is performing the full range of technical responsibilities in the assignment area.

# **Supervision Received and Exercised:**

#### **Library Specialist I**

Initially, close supervision is received, but may transition to more general supervision as knowledge of job duties develops.

### Library Specialist II

Receives general supervision from higher-level library staff, and other management staff.

May exercise technical and/or functional supervision over lower level technical and clerical library staff.

# **Examples of Duties:**

# CITY OF TEMPE Library Specialist I/II (continued)

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- May prioritize, assign, and review the work of staff and volunteers involved in technical library work in assignment area; assist in selecting, training and supervising part-time staff.
- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for assignment area; implement policies and procedures.
- Search, edit and input data into the automated library system; review accuracy of input data; research and resolve discrepancies.
- Prepare print and non-print library materials for introduction into the library collection in accordance with the USMARC bibliographic format; assign classification numbers and subject headings to bibliographic records.
- Add, maintain, and delete bibliographic, authority, and holdings records in the library's database; identify and resolve inconsistencies in the database; update and assign cross-references to authority headings in the database.
- Search and edit external and automated cataloging systems to create data for the production of local bibliographic records; accurately input bibliographic and local holdings records to those external systems as required.
- Perform the more difficult and complex work involved in the acquisition of library materials including submitting orders electronically to vendors, resolving billing and delivery problems with vendors, preparing invoices for payment, and maintaining financial files and records.
- Create and maintain database of standing orders; maintain computer-based serials check-in system.
- Oversee the operations of the shelf maintenance section; schedule and evaluate work of temporary employees who check-in and re-shelve library materials.
- Maintain various statistics and files; prepare routine statistical summary reports.

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- Serve at a reference desk; research and respond to routine reference questions from library users; refer difficult questions or technical reference questions to Librarians I/II.
- Assist library users in searching and retrieving information from computerbased resources including the online public access catalog, the Internet, and the local area reference network. Assist library users in printing or downloading information from computer-based resources.
- Respond to general assistance inquiries for library materials, services, and information; may respond to user complaints; resolve problems with patrons regarding lost, damaged, overdue books and fines.
- Prepare the cash drawer for daily use; receive and verify monies from previous day; prepare and reconcile cash drawers and daily receipts for bank deposits; record daily accounting transaction information.
- Assist with the operation and maintenance of the library's local area network.
- Process, ship and receive interlibrary loan requests; receive and process reserve requests; maintain interlibrary loan and reserve records; notify library users when materials are available.
- Conduct library tours.
- May participate in children's programs.
- Assist in developing and preparing promotional materials including posters, bulletin boards and displays for assigned section.
- May represent the Tempe Public Library at meetings and conferences.
- Maintain locally developed MS Access databases.
- Perform related duties as assigned.

#### When assigned to Youth Services (in addition to the duties listed above):

- Assist youth librarians with maintenance of storytime materials and database,
   Picturebook Subject File, maintenance of various learning systems.
- Assist youth librarians with the TPL Youth Website.
- Organize, design, and create documents, booklists and promotional materials for various reading programs

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 Organize all materials relating to the Youth Library and its programs including Family Corner, periodicals, storage, etc.

## **Experience and Training Guidelines:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

#### **Experience:**

#### **Library Specialist I**

Some clerical or technical library experience related to area of assignment is required. Must have experience involving frequent public contact in a service or sales capacity. Six months to one year experience working with computers. Experience in automated library systems desirable. Cash handling experience desirable.

When appropriate to assigned area:

Experience working with children and children's literature is highly desirable.

## Library Specialist II

Two years of technical library experience. Must have cash handling experience. Must have experience involving frequent public contact in a service or sales capacity. One year experience working with computers.

When appropriate to assigned area:

A knowledge of children's literature and children's informational resources is highly desirable.

#### Training:

Equivalent to the completion of the twelfth grade supplemented by two years of college level coursework in liberal arts, library science, or a related field.

#### Licenses/Certifications:

None

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

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Job Code: 078/103

FLSA: Non-Exempt/Non-Exempt