City of Cordova Position Job Description

Administrative Specialist - Head Librarian

CLASSIFICATION: FULL TIME, HOURLY, OVERTIME ELIGIBLE, IBEW BARGAINING UNIT

HOURS: MON – FRI OFFICE HOURS, FLEXIBLE, TO INCLUDE EVENINGS AND SATURDAYS

SUPERVISOR: MUSEUM AND LIBRARY DIRECTOR

SUMMARY

The Head Librarian assists the Museum and Library Director with daily operations and management of the library policies, programs, procedures, and administrative duties. Performs general library duties; including managing administrative duties, coordinates programming, serves as outreach for the Cordova Public Library, and general upkeep of the library.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees of this classification. Shown are duties intended to provide a representative summary

- Maintains records for collection maintenance, which may include tracking all cataloging and weeding.
- Under the direction of Museum and Library Director, responsible for assisting the maintenance of library technology needs/upgrades, annual review of Technology Plan Operations Manual, and other policies and procedures.
- Trains, and educates staff, interns, and volunteers on the correct use of Library software, record keeping, ethics, collections, policies and monitors information for accuracy and standardization.
- Assists with patron programs as necessary.
- Schedules library staff, including the circulation desk, programs, and collections care.
- Under the direction of Museum and Library Director, assist in developing, recommending, and implementing publicity, grants, public presentations, and management plans.
- Serves as a coordinator for public programs for the Cordova Public Library and city coordinated events.
- Provides public communications to increase awareness of library resources and collections.
- Instruct the public on the use of library resources including the online catalog, interlibrary loan program, and the internet.
- Assists patrons with reference questions, finding materials, inter-library loans, etc.
- Ensure excellent patron service and a positive library experience.
- Assumes overall administration of library in absence of Info Services director.
- Perform related work as assigned.
- Provides input to Museum and Library Director on daily operations, potential projects, and logistics.
MINIMUM QUALIFICATIONS
A. Associate degree in arts in Library Technology, English, History, Information Services, or a related field.
B. 2 years’ experience in Library operations.

PREFERRED QUALIFICATIONS
A. Bachelor’s degree in library and information science, English, History, Education, Information Services, or related field
B. 2 years’ experience using library software.

NECESSARY COMPETENCIES (KNOWLEDGE, SKILLS, ABILITIES, BEHAVIORS)
A. Excellent communication skills, to include the ability to communicate ideas and concepts to individuals for whom English is not a primary language.
B. Ability to maintain professionalism under pressure, to organize and prioritize workload, and meet deadlines.
C. Ability to work independently.
D. Ability to understand and follow written/oral policies, procedures, and instructions.
E. Ability to complete documentation and methodical tracking of collection.
F. Ability to maintain a positive work atmosphere by acting and communicating in a manner that is respectful and fosters teamwork.
G. Ability to work with the public and provide conflict resolution OR
H. Cultural competency and the ability to communicate effectively in culturally sensitive manner with both individuals and groups from diverse backgrounds

BENEFITS
i. Alaska Public Employee Retirement System (PERS)
ii. Group Health Insurance and Life Insurance
iii. Optional 457 Deferred Compensation
iv. Employee-Priced Recreation Facility Access
v. Annual/Sick Leave accrual and paid holidays

REQUIRED TECHNICAL SKILLS
Knowledge of computers and electronic data processing and transmission; familiarity with Windows and operating systems; proficient in Microsoft environment, including word processing and spreadsheet software; knowledge of general office practices.

LEGAL REQUIREMENTS
As a condition of employment, this position is subject to a pre-employment drug test and a background check (criminal history, verification of education and employment history) may be conducted.

WORKING CONDITIONS
Work is accomplished in an open public area. Attendance at scheduled events and activities during the evening and/or on weekends is required. Schedule changes with advance notice.
PHYSICAL DEMANDS OF POSITION

Employee is frequently required to stand, walk, sit, bend, stoop, and twist. Capable of occasional lifting and carrying up to 50 pounds. Clarity of speech and sufficient hearing, with or without reasonable accommodation, permits effective communication during interactions with the general public and other employees. Sufficient vision, with or without reasonable accommodation, which permits the employee to use a computer screen and process sales. Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a computer keyboard and access files.

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this job description are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

I have read and understand the job requirements, responsibilities and expectations set forth in the job description provided for my position. I attest that I am able to perform the essential job functions as outlined with or without any reasonable accommodations.

Acknowledged:______________________________________ Date: _____________________