

<b>CITY OF CEDAR RAPIDS POSITION PROFILE</b>	<b>JOB CODE #/TITLE:</b> LB024 Librarian
<b>POSITION #/TITLE:</b> All Librarian	<b>Adopted:</b> 07-97
	<b>Revised:</b> 12-15

<b>POSITION DESCRIPTION</b>
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<b>Dept:</b> Cedar Rapids Public Library	<b>Manager Level:</b> Non-Manager
<b>Salary Plan/Description:</b> LIB/Library Bargaining	<b>Salary Grade:</b> 30
<b>Reports To Position #/Job Code #/JC Title:</b> 1292/NB032/Youth Services Manager	<b>Dotted-line Reports To Position #/Job Code #/JC Title:</b>
<b>FLSA Status:</b> Non-Exempt	<b>City Overtime Status (Employee Type):</b> Non-Exempt (Exception Hourly)
<b>Physical Demand Rating:</b> Medium	<b>Work Environment:</b> Controlled
<b>Pre-employment Testing:</b> Drug and health screening after contingent offer.	<b>Position Testing:</b> Job fit assessment
<b>Personal Protective Equipment:</b> None	

<b>General Statement of Duties</b>
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Provides technical services to a City-wide program of library services as a passionate advocate of literacy and lifelong learning.

<b>Distinguishing Features of the Class</b>
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Works under general supervision and exercises considerable discretion in carrying out work assignments within boundaries of established policy and procedure.

<b>Examples of Essential Work (Illustrative Only)</b>
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Conducts programs, presentations and workshops and creates participatory experiences;  
 Provides direct customer service to customers of the Cedar Rapids Public Library;  
 Provides reference service to customers of the Cedar Rapids Public Library;  
 Teaches and trains staff and customers in technology, databases, and library resources;  
 Researches and provides informational support for library and public initiatives;  
 Designs “how-to” training for library customers and staff on library basics such as copier 101 training, meeting room projector training, and digital camera interface training;  
 Offers leadership and direction to staff and management;  
 Ensures collections are timely and fresh and displays are refreshed and in good order;  
 Provides customer service by making library customers feel welcome; whether registering for a library card, helping with a fee, requesting a book through ILL, assisting in copying and printing, or walking through basic computer needs;  
 Discusses and offers meaningful recommendations for books, movies and music;  
 Assists customers of the Library and explains the promotions, programs, and services available at the library;  
 Assists customers over the phone as well as in person;  
 Assists customers find the items they want and assists with the self-checkout services;  
 Finds reasonable solutions to customer account problems;

Performs cash management; makes change, utilizes the Library's point of sale software, and reconciles cash balances;  
Keeps the library safe by addressing problem patron behavior on the spot, or reporting situation to management staff, if necessary;  
Makes decisions and takes action that demonstrates an understanding of Library values;  
Serves on committees and task forces;  
Performs all work duties and activities in accordance with City policies, procedures and safety practices;  
Attends work regularly at the designated place and time;  
Supports continuous process improvement initiatives;  
Performs related work as required.

**Required Knowledge and Abilities**

Firm knowledge of organization and operation of the library;  
Firm knowledge of principles and practices of contemporary library operation;  
Skill in oral and written communication;  
Job-specific skill in relating subject classifications and catalog numbering systems to library materials;  
Ability to operate the following equipment and tools: computer; library databases, library ILS, projectors, point of sale and cash register software;  
Ability to communicate both verbally and in writing;  
Ability to engage well with customers and demonstrate genuine concern that their needs are being met;  
Ability to make reasonable judgment calls to benefit the customer;  
Skill in research techniques;  
Ability to work cooperatively and maintain effective work relationship to accomplish job responsibilities;  
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;  
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;  
Ingenuity and inventiveness in the performance of assigned tasks.

**Acceptable Experience and Training**

Graduation from an accredited college or university with a Master's Degree in library science from an American Library Association-accredited school, or equivalent; or  
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

**Required Special Qualifications**

None

**Essential Physical Abilities**

Requires the following with or without reasonable accommodation:  
Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;  
Sufficient vision, which permits the employee to prepare and read a wide variety of materials;  
Sufficient manual dexterity, which permits the employee to operate a computer keyboard and other equipment;  
Sufficient personal mobility, which permits the employee to complete various activities.