

FLSA STATUS	Non-Exempt	CIVIL SERVICE	No
UNION	Library	TELECOMMUTE ELIGIBLE	No
DEPARTMENT	Library	DEPARTMENT NUMBER	410
REPORTS TO (TITLE)	Assistant Library Director	JOB FAMILY	Library
PAY GRADE	4 / LIB1, 2 or 3	DATE OF LAST REVIEW	September 2024

<b>NATURE OF WORK</b>
The fourth level in the Library series provides various reference, readers advisory, and research services, both in person and virtually, to patrons; overseeing the reference areas, and providing patron assistance. The Reference Librarian also provides local history services including Genealogy requests to patrons. Responsible for marketing for all adult programming.

<b>DUTIES / RESPONSIBILITIES</b> <i>(These are the highlighted responsibilities of the position. An employee in this position may also be required to perform other related duties as assigned.)</i>	
1.	Provides reference service in assisting customers by locating answers to questions and research opportunities
2.	Creates and circulate social media posts and announcements; Organizes public calendars for the library
3.	Manages all interlibrary loan requests and processing
4.	Participates in collection maintenance, including, shelving, shifting, and weeding. Designs and creates book displays throughout the facility.
5.	Fills all genealogy requests
6.	Organizes Adult Programming by presenting individual and group training programs for public and staff in the use of the library, its technology and equipment, and its resources.

<b>FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:</b>
N/A

<b>SUPERVISORY RESPONSIBILITIES</b>
Does not officially supervise other employees.

<b>TRAINING/EDUCATION AND EXPERIENCE REQUIREMENTS</b>
Bachelor's Degree in Library, Information Science or related from an ALA accredited school. OR Three (3) years library experience OR An equivalent combination of education/training and experiences which provide the required knowledge, skills, and abilities.

<b>LICENSING / SPECIAL REQUIREMENTS</b>
N/A

**SKILL / ABILITIES REQUIREMENTS**

- Reader's advisory skills
- Project organization
- Time management skills
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction;
- Ability to use computers and relevant software (ex.: Microsoft Office). Requires frequent use of Microsoft Office Suite (Word, Excel, and Outlook).

**PHYSICAL REQUIREMENTS**

Positions in this class typically require: climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

**WORKING ENVIRONMENT / CONDITIONS**

The working environment / conditions for this position may include:

- Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation, etc.)

**CLASSIFICATION HISTORY**

DATE	COMMENT
August 2023	Draft prepared by KG
April 2024	Updated per feedback by BC
September 2024	Updated per department feedback by BC

**EEOC**

*The City of Ottumwa is an Equal Opportunity Employer. In compliance with applicable state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.*

**ACKNOWLEDGEMENT**

I have read the job description and can perform the essential functions of the job either with or without a reasonable accommodation.

Date	Signature

**NOTE**

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.