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| 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 / LIB 1 | DATE OF LAST REVIEW | September 2024 |

NATURE OF WORK

The fourth level in the Library series assists the assistant director in selection and maintenance of materials for children’s and teen collections; works to weed collection and to oversee expenditures and budget for materials and programs in children’s and teen departments. Plans and coordinates children’s and teen’s programs including story time, book clubs, summer reading programs and special events. Provides services to community establishing good public relations for children and teen’s services at the library.

DUTIES / RESPONSIBILITIES *(These are the highlighted responsibilities of the position. An employee in this position may also be required to perform other related duties as assigned.)*

1. Provides assistance to patrons through reader’s advisory, reference services, and basic customer service;
2. Plans, prepares and executes children’s and teen programming such as storytimes, summer reading program, anime/manga, book club, etc. Includes promoting events through announcements and social media;
3. Maintains materials / collection for children and teens. This includes ordering and weeding current materials as needed;
4. Oversees and promotes Dolly Parton Imagination Library program within community;
5. Networks with area agencies to identify collaboration opportunities within the community;
6. Basic maintenance of children’s area. This may include checking in or out of materials, cleaning, and organizing as needed.

FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

N/A

SUPERVISORY RESPONSIBILITIES

Assigns work and provides work direction as a "lead-worker/working supervisor" for regular, part-time or contracted employees.

TRAINING/EDUCATION AND EXPERIENCE REQUIREMENTS

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.

LICENSING / SPECIAL REQUIREMENTS

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 |
| December 2023 | Updated per PDQ 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.