

**CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
JANUARY 15, 2019 AGENDA**

Subject:	Type:	Submitted By:
POSITION DESCRIPTIONS: NEW AND UPDATE	RESOLUTION ORDINANCE ◆ RECEIVE/FILE	ROSE BARCAL LIBRARY DIRECTOR

SYNOPSIS

A job description for a new Librarian I – Youth Division position has been created. Additionally, the job description for the Circulation Clerk II – Teen Coordinator position has been updated.

FISCAL IMPACT

Both positions are currently included in the biennial budget.

RECOMMENDATION

Approval.

BACKGROUND

A new full time Librarian I position to oversee the Youth Services Division was approved in the FY19-FY20 biennial budget. A job description has been created for that position. The Circulation Clerk II – Teen Coordinator job description was updated in conjunction with the duties being assigned to the new full time position. This part time position is currently vacant as well.

POSITION DESCRIPTION CITY OF LA VISTA

POSITION TITLE: Librarian I (Youth Division)
POSITION REPORTS TO: Assistant Library Director
POSITION SUPERVISES:

DESCRIPTION:

Under the direction of the Assistant Library Director, performs Youth Division library services, including programming, outreach, reference, and processing.

ESSENTIAL FUNCTIONS: (with or without reasonable accommodation)

1. Assists with library programs geared towards children birth through sixth grade as well as their families.
2. Coordinates, plans, prepares, and implements Youth Division programs. These include storytimes, parachute playtime, music and movement, summer reading programs, afterschool programs, and homeschool classes.
3. Advises and assists library patrons in the selection of books, periodicals, and other materials.
4. Provides community outreach and develops partnerships with neighborhood child-care centers, schools, and other youth-serving organizations to stimulate interest in library resources and assists in public relations efforts.
5. Think-Make-Create Trailer Coordinator. Responsible for all aspects of the trailer including scheduling community outreach programs, designing programs, staffing, purchase/restocking supplies, and collaborating with the Public Works Department for transportation.
6. Responsible for handling overdue items including checking shelves for items and sending out weekly overdue notices.
7. Processes and repairs library materials. This includes bar-coding, creating spine labels, covering books, guidance to other employees and volunteers, and recommending replacement for items beyond repair.
8. Manages donations with the review and process of donated materials, organize book sale tables, and send out donation letters.
9. Manages the board game collection with the maintenance, weeding, and purchasing materials.
10. Responsible for making recommendations on materials acquisitions.
11. Responsible for the library's "Little Libraries" including visiting sites on a monthly basis to add new materials and remove damaged items. Collaborating with the Public Works Department for repairs to the "Little Libraries".
12. Creation of library displays to encourage passive programs, traffic flow, and visibility of materials.
13. Participates in special projects and other department activities as requested by the Library Director.
14. Attends conferences, workshops, and meetings to stimulate interest in the use of the library and to acquire additional professional knowledge.
15. Performs children's circulation desk functions including checking materials in & out, issuing library cards, collecting overdue fees, answering the phone, transfer calls, and supervising area and patron activities.
16. Assists in keeping Library neat and orderly, including such things as pushing up books, ensuring that books are at end of shelves, shelf reading, and picking up trash.
17. Assists other staff when needed or as directed.
18. Performs other related duties as directed or as the situation dictates.

ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS

The physical and environmental demands listed here are representative of those that must be met/tolerated by an employee to successfully perform the essential functions of this position:

- Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is at various times asked to stand and sit; walk; use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk and hear.
- The employee must occasionally lift and/or move up to 50 pounds. Specific as-corrected vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Note: Physical examination and drug screening tests will follow all conditional offers of employment.

EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE:

1. Graduation from a recognized college or university with a degree in Library Science or Elementary Education preferred.
2. Library work experience of at least 1 year required.
3. Experience working with both adults & children required.
4. Must possess Nebraska Library Certification within three years of start date.
5. Any equivalent combination of education, training and experience which demonstrates the knowledge skills and ability to perform the above described duties will be considered.

KNOWLEDGE, SKILLS AND ABILITIES

1. A passion for youth development, reading and learning are essential.
2. Must have an understanding of information learning principles and the ability to engage youth in information learning and fun activities.
3. Ability to maintain accurate statistics of new and discarded materials
4. Knowledge and understanding of standard library procedures, methods, principals and materials.
5. Knowledge of library reference & research material
6. Knowledge of reader interest levels, books, and authors.
7. Ability to be flexible and to accept, manage and adapt to change.
8. Ability to work independently and as a team.
9. Ability to conduct reference interviews to analyze requests and locate information.
10. Ability to operate a computer and keyboard and to view a computer screen to access the library catalog files.
11. Ability to view printed text on book bindings and to retrieve library materials.
12. Ability to stimulate the interest of readers in library resources.
13. Ability to work with accuracy.
14. Must be detail oriented with excellent abilities to communicate both orally and in writing.
15. Ability to read, write, spell, alphabetize, and file.
16. Ability to operate library and office equipment such as FAX, photocopiers, scanner, calculator, computer terminal/printer, laminator.
17. Ability to work a set schedule with some flexibility, including evenings and weekends as events demand.
18. Ability to establish and maintain effective working relations with City officials, fellow employees, members of the public and patrons.
19. Ability to communicate with patrons, clients, supervisors and co-workers in a manner that promotes a positive work environment and focuses on customer service.
20. Ability to maintain regular and dependable attendance on the job.

Contributions this Position Makes to the City

This position provides highly responsible assistance to the Library Director and Assistant Library Director and contributes to the success of the City by working with Library administration on strategic initiatives associated with programming for youth of all ages.

Disclaimer

This position description does not constitute an employment agreement between the City and the employee, and is subject to change by the employer as the needs of the City and the requirements of the position change over time.

I have read and understand the requirements of this position description.

Signature

Date

POSITION DESCRIPTION CITY OF LA VISTA

DEPARTMENT: Library
POSITION TITLE: Teen Coordinator, Circulation Clerk II
POSITION REPORTS TO: Assistant Library Director
POSITION SUPERVISES:

DESCRIPTION:

Responsible for a variety of library tasks to ensure the efficient provision of services to the community, with a focus on serving as the Teen Coordinator and participating in the Library's Youth Division efforts. .

ESSENTIAL FUNCTIONS: (with or without reasonable accommodation)

Teen Coordinator Duties

- Plans, coordinates, and oversees teen services and programming including advertising.
- Keeps Community Relations Coordinator informed of teen activities and has events added to online Library and City calendar and other social networks as appropriate.
- Responsible for teen collection development including annual weeding.
- Maintains/updates the information for the Teen webpage. Works with IT Librarian to achieve.
- Networks with La Vista's elementary, middle, and high schools.
- Performs outreach services to partners of the La Vista Library, i.e. senior citizen facilities, day care providers, etc.
- Performs organization of Teen materials on an annual basis or more frequently if the situation dictates.
- Moderator of the Teen Advisory Board (TAB).
- Monitors and maintains bulletin board displays ensuring all posted materials are kept current.
- Performs Reader's Advisory, specializing in recommending titles for Teens.
- Responsible for coordinating and overseeing the Teen Summer Reading program including coordinating prizes and involvement incentives with local area businesses.
- Responsible for Teen area displays.
- Responsible for the creation, planning and implementation of Teen Homeschool services.

Youth Division

- Active participant in the Youth Division of the Library including attending meetings, sharing Teen programming, brainstorming, and assisting and utilizing other staff members with programming and idea development.

General Library Duties

- Provide excellent customer service to patrons and fellow employees.
- Works at the front desk as needed, performs customer service duties by answering the telephone, circulating materials, issuing library cards, collecting fines, answering inquiries on books and available resources, and ensures the confidentiality of all patron records.
- Stocks printers, copiers, and fax machine with paper as appropriate.
- Responds to patron emails in a timely manner or directs to the appropriate person.
- Assists with library displays (planning and implementing); designs and displays Teen signage to direct and inform patrons.
- Works on inventory reports, monthly statistical reports, etc. as requested.
- Maintains confidential information including papers and invoices, and shreds documents as appropriate.
- Maintain patron privacy as dictated by law.
- Shelves and shelf reads Teen library materials according to proper procedures as needed.
- Maintains clean and tidy Library environment, especially the Teen section.
- Establishes and maintains positive relations with the general public, other employees, community groups, local businesses and other area libraries.
- Performs other duties as directed or as the situation dictates.

ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- Seeing and hearing: read documents, computer screen, answer phones, communicate in person.
- Standing and walking.
- Sitting
- Climbing, stooping, squatting and kneeling.
- Dexterity: handling books, utilizing phone, typing, and writing.
- Lift in excess of 10 pounds

EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE

1. Must possess a high school diploma or GED certificate, undergraduate degree preferred.
2. Must obtain provisional certification from the Nebraska Library Commission within timeframe established by the Library's accreditation requirements.
3. Must be willing to obtain further education, training, and certifications as deemed appropriate and within a timeframe established by the Library's accreditation requirements.

KNOWLEDGE, SKILLS AND ABILITIES

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to:

- Learn and apply the principles and techniques associated with professional library work, modern library systems and programs.
- Learn to utilize computers and software applications as they pertain to various library automation systems and creative displays.
- Communicate appropriately with patrons and staff members.
- Understand and implement policies in a fair and consistent manner.
- Plan and organize a personal work schedule, set priorities and meet deadlines.
- Perform job duties efficiently while managing frequent interruptions.
- Maintain calm and professional demeanor during hectic or tense situations.
- Learn and operate standard office and sound equipment, i.e. DVD, CD, copier, fax, etc.
- Learn to use specialized equipment, including laminator, and laptop with projector.
- Make change and count accurately.
- Type accurately using a word processor and personal computer.
- Understand and follow both oral and written instructions and to communicate effectively, verbally and in writing, in English, with people of all ages.
- Establish and maintain effective working relationships with the public, community groups, local businesses, other employees and municipal officials.

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I have read and understand the requirements of this position description.

(Signature)

(Date)