



# City of Tempe

## LIBRARY SPECIALIST I+

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	078	<i>FLSA Status:</i>	Non-exempt
<i>Department:</i>	Community Services	<i>Salary / Hourly Minimum:</i>	\$16.540865
<i>Supervision Level:</i>	Non-supervisor	<i>Salary / Hourly Maximum:</i>	\$22.330288
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Library Specialist II+
<i>Drug Screen / Physical:</i>	N	<i>EEO4 Group:</i>	Paraprofessionals

### DISTINGUISHING CHARACTERISTICS

This is the entry and training level in the flex series. This class is distinguished from the II level by the performance of more routine tasks and receives close supervision while learning the full range of higher level technical work in the area of assignment.

### REPORTING RELATIONSHIPS

Initially, close supervision is received, but may transition to more general supervision as knowledge of job duties develops.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	Six months of clerical or technical library experience related to area of assignment is required including frequent public contact in a service or sales capacity. Six months experience working with computers. Experience in automated library systems and cash handling experience desirable.  <b><u>When appropriate to assigned area:</u></b>  Experience working with children and children’s literature is highly desirable.
<i>Education:</i>	Equivalent to an Associate’s degree with coursework in liberal arts, library science, or degree related to the core functions of this position.
<i>License / Certification:</i>	None

### ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform a wide variety of complex technical library work in the adult services, youth services, study center, acquisitions, circulation, and/or cataloging sections.

## OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- May prioritize, assign, and review the work of staff and volunteers involved in technical library work in assignment area; assist in selecting, training and supervising part-time staff.
- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for assignment area; implement policies and procedures.
- Search, edit and input data into the automated library system; review accuracy of input data; research and resolve discrepancies.
- Prepare print and non-print library materials for introduction into the library collection in accordance with the USMARC bibliographic format; assign classification numbers and subject headings to bibliographic records.
- Add, maintain, and delete bibliographic, authority, and holdings records in the library's database; identify and resolve inconsistencies in the database; update and assign cross-references to authority headings in the database.
- Search and edit external and automated cataloging systems to create data for the production of local bibliographic records; accurately input bibliographic and local holdings records to those external systems as required.
- Perform the more difficult and complex work involved in the acquisition of library materials including submitting orders electronically to vendors, resolving billing and delivery problems with vendors, preparing invoices for payment, and maintaining financial files and records.
- Create and maintain database of standing orders; maintain computer-based serials check-in system.
- Maintain various statistics and files; prepare routine statistical summary reports.
- Research and respond to routine reference questions from library users; refer difficult questions or technical reference questions to Librarians I/II.
- Assist library users in searching and retrieving information from computer-based resources including the online public access catalog, the Internet, and the local area reference network. Assist library users in printing or downloading information from computer-based resources.
- Respond to general assistance inquiries for library materials, services, and information; may respond to user complaints; resolve problems with patrons regarding lost, damaged, overdue books and fines.

- Prepare the cash drawer for daily use; receive and verify monies from previous day; prepare and reconcile cash drawers and daily receipts for bank deposits; record daily accounting transaction information.
- Process, ship and receive interlibrary loan requests; receive and process reserve requests; maintain interlibrary loan and reserve records; notify library users when materials are available.
- Conduct library tours.
- May participate in children's programs.
- Assist in developing and preparing promotional materials including posters, bulletin boards and displays for assigned section.
- May represent the Tempe Public Library at meetings and conferences.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

**When assigned to Youth Services (in addition to the duties listed above):**

- Assist youth librarians with maintenance of storytime materials and database, Picturebook Subject File, maintenance of various learning systems.
- Assist youth librarians with the TPL Youth Website.
- Organize, design, and create documents, booklists and promotional materials for various reading programs
- Organize all materials relating to the Youth Library and its programs including Family Corner, periodicals, storage, etc.

**When assigned to Support Services (in addition to the duties listed above):**

- Assist with Payroll processing in PeopleSoft and TimeClock Manager: assist with missed punches in TimeClock.
- Work with the public at service points.
- Assist with training of temporary staff in Accounts; order deposit bags and deposit slips.
- Maintain personnel records.
- Assist with Unique materials recovery; communicate with patrons and Unique; update records and take payments.
- Assist with cash maintenance in Accounts; conduct cash audits and support staff with cash.
- Monitor credits, resolving billing issues with vendors, maintain serials subscriptions.
- Maintain petty cash fund and prepare vouchers.
- Review vendor invoices for correct pricing; contact vendor to resolve shipment problems, cancellations, place orders for supervisors.
- Prepare & reconcile monthly procurement card.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

- Lift heavy objects;

- Move heavy objects with forklift, dolly, etc.;
- Climb stairways, ladders, and work on elevated structures;
- Work in a stationary position for considerable periods of time;
- Operates computers, calculators and other office machines (i.e. copiers, coin towers, and cash drawers)
- Extensive reading and close vision work.

## COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i>  <a href="#">City of Tempe, AZ : Competencies</a></p>		

## JOB DESCRIPTION HISTORY

*Effective November 1988*  
*Revised December 1998*  
*Revised September 2001*  
*Revised September 2006*  
*Revised February 2017 (add physical and/or mental activities)*  
*Revised February 2019 (update min quals and added when assigned to Support Services job duties)*