


<b>City of Riviera Beach</b>		 <b>Riviera Beach</b> — F L O R I D A —
<b>Title: LIBRARIAN, SENIOR</b>		
<b>Class Code: 5014</b>	<b>FSLA Status: Non-Exempt</b>	

**Summary Objective**

The purpose of this position is to supervise the staff, coordinate with other library services and direct library programs. Duties include selecting materials for the library’s collection, maintaining collection, and training staff. This position is also invested with making professional-level library technical decisions. The work requires that the employee have considerable knowledge, skill and ability in every phase of the public library field.

This class works under general supervision, independently developing work methods and sequences.


**Essential Functions**

**The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.**

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Oversees the desk schedules for continual training purposes; evaluates effectiveness of program activities and customer service provided by staff.
- Manages and updates library specific software. Switches out information on programs on the checkout receipts so the information is current.
- Assists in the preparation of annual budget; monitors ongoing expenditures; analyzes and recommends needs for the most effective allocation of resources.
- Creates, coordinates, plans and executes adult and young adult programming relative to the surrounding area’s needs.
- Investigates and responds to citizens and other inquiries; takes appropriate actions to resolve customer issues.
- Provides reader advisory, public reference and information retrieval services to patrons; develops materials collections.
- Performs various public relations related duties; serves as an advisor to other staff, City departments, citizens, and external organizations.
- Participates in local, state or national library associations.



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- Monitors, trains staff on and updates staff time-keeping system, updating and adjusting items as needed including employee vacation and sick leave requests.
- Performs related work as assigned.

**Minimum Education and Experience Requirements:**

Requires a Master's Degree in Library Science or related field of study.

Requires four years of experience of which one year in a supervisory or lead capacity in a library service or an equivalent combination of education, training and experience that provides the required knowledge, skills, and abilities.

**Physical Demands:**

*Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.*

- Performs light to medium work that involves walking or standing virtually all the time and involves exerting between 20 and 50 pounds of force on a regular and recurring basis or considerable skill, adeptness and speed in the use of the fingers, hands or limbs in tasks involving close tolerances or limits of accuracy.

**Unavoidable Hazards (Work Environment):**

*Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.*

- Involves routine and frequent exposure to: bright/dim light; dusts and pollen; extreme noise levels; and occasional exposure to animals/wildlife.

**Special Certifications and Licenses:**

None.

**Americans with Disabilities Act Compliance**

The City of Riviera Beach is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.



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