



# City of Tempe

## LIBRARIAN I+

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	212	<i>Department:</i>	Community Services
<i>Supervision Level:</i>	Non-supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Library Specialist II+
<i>Safety Sensitive / Drug Screen:</i>	No	<i>Physical:</i>	No
Click <a href="#">here</a> for more job classification information including current salary range.			

DISTINGUISHING CHARACTERISTICS
This is the entry level class in the professional Librarian series. This class is distinguished from the Librarian II+ by the performance of the more routine tasks and duties assigned to positions within the series including application of fundamental library science principles and practices. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. This class is expected to demonstrate reliable attendance and the ability to work nights and weekends.

REPORTING RELATIONSHIPS
Receives general supervision from supervisory or management staff.
May provide functional and/or technical direction to staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	One (1) year of customer service experience.
<i>Education:</i>	Master of Library Science from an American Library Association accredited college or university.

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 variety of professional librarian duties in the activities of the library including children’s services, adult services, computer access services and collection development.

## 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.

- Assist in the creation, development, coordination, implementation, of library public programs for all ages that meet the defined needs of the community.
- Educate library patrons, individually and in groups, in the use of electronic resources, including the library’s webpage, catalog, research databases and online downloadable resources.
- Provide answers to reference and readers advisory questions in person, over the phone and through electronic forums.
- Assist in the maintenance of web pages for Library web site and Library intranet site.
- Respond to citizen complaints and requests.
- Develop and conduct computer training classes for library users.
- Refer patrons to books or other Library resources to further their reading interests; plan and conduct tours of the Library.
- Provide direct public service at service points.
- Perform outreach at City events, with partner organizations, and as needed.
- Use social networking tools to promote library events.
- Review new publications and collection materials; recommend and/or select and purchase materials (including print, audio/visual, digital content and electronic databases).
- Evaluate collection; identify materials that need to be replaced, added, or weeded.
- Monitor materials’ budget allocations and maintain records for budgeted funds.
- Assist in the development, implementation and updating of selection guidelines and procedures.
- Prepare library displays, bibliographies, and reading lists to market collection.
- Participate in section meetings and continuing education programs as appropriate.
- Represent their respective team in Library, Department, City, or professional meetings.
- Assist in the implementation of strategic planning initiatives.
- Serve as librarian in charge during shifts as needed.
- Perform related duties as assigned.

## 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
<p><i>Effective November 1988</i>  <i>Revised June 1994</i>  <i>Revised January 2006</i>  <i>Revised July 2013 (Update job duties)</i>  <i>Revised February 2014 (update minimum quals)</i>  <i>Revised July 2015 (update supervision received and job duties)</i>  <i>Revised April 2021 (update physical demands and work environments)</i>  <i>Revised January 2024 (update min qualifications and job duties)</i></p>

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

**Job Title: Librarian I+**

**Job Code: 212**

	Never	Occas.	Freq.	Contin.
ENDURANCE / ENVIRONMENT / MOVEMENT	0% of time	1-35% of time	36-65% of time	66-100% of time
Sit			X	
Stationary / Stand			X	
Move / Traverse			X	
Machinery*	X			
Electrical*	X			
Power Tools*	X			
Hand Tools*	X			
Personal Protective Equipment*	X			
Respirator*	X			
Airborne Chemical Exposure	X			
Airborne Biological Exposure	X			
Computer Software				X
Physically handling of chemicals	X			
Indoors				X
Outdoors		X		
Around, in or on water	X			
Extreme Heat	X			
Extreme Cold	X			
Office Setting				X
Confined Spaces	X			
Excessive Noise**	X			
Heights	X			
Sewage Exposure	X			
Bodily Fluid or bloodborne pathogen exposure	X			
Bend / Stoop / Twist		X		
Crouch / Squat		X		
Kneel / Crawl		X		
Above Shoulder Level		X		
Below Shoulder Level		X		
Repetitive Arm Use		X		
Repetitive Wrist Use		X		
Repetitive Hand Use		X		
Climb Stairs / Ladders		X		
Neck Range of Motion		X		
Traverse Uneven Surface		X		
Traverse Even Surface			X	

VEHICLE OPERATION	YES	NO
Will this position drive a City vehicle?		X
Will this vehicle require a Commercial Drivers License?		X

VISION REQUIREMENTS	YES	NO
<b>Close</b> (clear vision at 20 inches or less)	X	
<b>Distance</b> (clear vision at 20 feet or more)	X	
<b>Color</b> (ability to identify and distinguish colors)	X	
<b>Depth Perception</b> (three-dimensional vision, ability to judge distances and	X	
<b>Peripheral</b> (ability to observe an area that can be seen up and down or to the	X	
<b>Ability to adjust focus</b> (ability to adjust the eye to bring an object into sharp focus)	X	

Maximum LIFT / CARRY	Lift	Carry	Maximum PUSH / PULL	Push	Pull
5-25lbs	X	X	5-25lbs	X	X
26-50lbs			26-50lbs		
51-75lbs			51-75lbs		
76-100lbs			76-100lbs		

ADDITIONAL CONSIDERATIONS:

*DEFINITIONS/EXAMPLES
<b>Machinery:</b> bucket truck, riding mowers, backhoe etc.
<b>Electrical:</b> wiring, outlets, fuses etc.
<b>Power Tools:</b> push mowers, jackhammers, drills, chainsaw etc.
<b>Hand Tools:</b> hammers, wrenches, shovels, wheel barrels, saws etc.
<b>Personal Protective Equipment:</b> Tyvek coveralls, hard hats, fall protection harness etc.
<b>Excessive Noise</b> exists when you raise your voice to communicate with someone who is 3 ft away.
<b>Respirators:</b> 1/2 face or full-face cartridge.
<b>Hepatitis A and Hepatitis B</b> vaccinations are offered to employees in the OSHA bloodborne pathogens

**\*\*Hearing test is required**