

City of Mission Job Description

Job Title: **Reference Librarian**

Classification: **Exempt - Professional**

Department: Library



Division:

Supervisor: Day or Evening/Weekend
Supervising Librarian

Effective: 12/15/2008

I. **JOB SUMMARY**

This individual is responsible for management of the Reference Section of the Library. Individual is also responsible for the development of the adult, special, Spanish language, and reference collections and provides inter-library loan services to the public. The individual has supervisory responsibilities for employees working in the reference division. Individual has daily contact with the public. The individual may be required to work evenings and weekends and to fill-in at other times when necessary. Performs other duties as delegated or assigned by Supervisor or Designee.

II. **EDUCATION REQUIREMENTS**

- Three years experience in library work preferred.
- Master's degree in Library Science from a graduate program accredited by the American Library Association is required.
- Must have Internet and computer knowledge.
- Must have supervisory and management skills and expertise.
- Must have knowledge of and experience in the implementation of contemporary library procedures and processes.
- Accurate typing, filing and detailed knowledge of office procedures.
- Must have proper telephone etiquette.

III. **EMPLOYMENT REQUIREMENTS**

- Applicant will be subject to a complete background investigation. Incomplete, inaccurate, or failure to disclose information will result in the applicant being removed from consideration.
- Applicant must take and pass drug, physical, and pre-placement screenings administered by a City of Mission doctor at the City's expense.
- Applicant must have a neat and professional appearance.
- Applicant must have a current valid class "C" driver's license issued by the Texas Department of Public Safety, or obtain one within the first three (3) months of employment.

IV. **SKILL AND ABILITY REQUIREMENTS**

- Ability to perform job with special attention to good public relations, safety, courtesy and professionalism.
- Knowledge of general business and library procedures.
- Detailed knowledge of and experience in the implementation of contemporary library procedures and processes including print and electronic reference resources.
- Supervisory and management skills.
- Ability to establish and maintain effective working relationship with the general public, supervisor, and co-workers.



- Ability to perform a wide variety of different types of tasks without the variety itself causing a loss of efficiency.
- Ability to communicate effectively in English both orally and in writing.
- Ability to communicate effectively in Spanish a plus.

V. ESSENTIAL JOB FUNCTIONS

- Directs and supervises the Reference staff.
- Selects library material in all adult areas and media areas of the library.
- Records statistics and prepares daily, weekly, monthly, and annual reports.
- Gives direct professional assistance in all public service areas.
- Inventories and tracks magazine and newspaper subscriptions.

- Assists patrons in the public and technical services sections of the Library in accessing and obtaining information and library materials.
- Provide information, reference and reader advisory services to the public.
- Enters information on items into electronic databases.
- Follows all library rules, policies and procedures.
- Clean library shelves, desks, restrooms, windows, walls, floors, and work areas.
- Pickup trash in and outside of the library.
- Lay cable for computer network.
- Assist patrons unload material donated to the library from their vehicles.
- Performs other duties as delegated or assigned by Supervisor or Designee.

VI. NON-ESSENTIAL JOB FUNCTIONS

- Replace burned out fluorescent lights.

VII. EQUIPMENT/MATERIALS

- Computers, Typewriter, Software Programs, Telephone/Fax, CD ROM resources,
- On-line reference tools, Internet/Modem use, Local and Wide Area networks/systems/resources
- Library reference and circulating material collections



VIII. WORK ENVIRONMENT

Exposure to the following environmental conditions are required for this job. The majority of time the individual works indoors in a well-lighted, air-conditioned environment. Job hazards are low and include normal hazards associated with working in an office environment as well as specific hazards involved with installation, maintenance, and use of library materials, stacks, and mechanical (example: book trucks) equipment.

	None	Amount of Time		
		Under 1/3	1/3 to 2/3	Over 2/3
Wet humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			
Extreme Noise	X			

IX. MANUAL DEXTERITY

Employee will utilize both fine and gross hand movements 80%-100% of the workday. Fine manual dexterity utilized while typing, writing and filing. Gross hand movements are utilized to answer the telephone, use pencils and pens to write, grip boxes, sacks, equipment and books requiring moderate to heavy force exertion.



X. PHYSICAL DEMAND ANALYSIS

MATERIAL HANDLING ACTIVITIES

Tasks	Weights	Frequency	Performance	
LIFTING	Up to 5 lbs	C	80% of the work day is lifting a book or a stack of books.	
	6-10 lbs	F	40% of the work day is lifting a stack of books.	
	11-20 lbs	O	20% of the work day is lifting boxes of books and materials donated to the library.	
	21-25 lbs	O	15 % of the work day is lifting boxes of material or audiovisual equipment.	
	26-50 lbs	O	10% of the work day is lifting boxes of books and materials.	
	51-75 lbs	O	See attached Lifting, Carrying, and Push/Pulling Notice.	
	76-100 lbs	O	See attached Lifting, Carrying, and Push/Pulling Notice.	
	Over 100 lbs	O	See attached Lifting, Carrying, and Push/Pulling Notice.	
	CARRYING	Up to 5 lbs	C	80% of the work day is shelving books.
		6-10 lbs	F	40% of the work day is shelving books.
11-20 lbs		O	20% of the work day is carrying a stack of books while shelving.	
21-25 lbs		O	15% of the work day is carrying a stack of books while shelving.	
26-50 lbs		O	10% of the work day is carrying a stack of books while shelving.	
51-75 lbs		O	See attached Lifting, Carrying, and Push/Pulling Notice.	
76-100 lbs		O	See attached Lifting, Carrying, and Push/Pulling Notice.	
Over 100 lbs		O	See attached Lifting, Carrying, and Push/Pulling Notice.	
PUSH/PULLING			Push/pulling of weight ranges listed below occurs over carpeted floors a distance of up to 50' requiring employee to utilize moderate to heavy force exertion.	
	Up to 5 lbs	O	Less than 5% of the work day is pushing/pulling a book truck	
	6-10 lbs	O	Less than 5% of the work day is pushing/pulling a book truck	
	11-20 lbs	O	Less than 5% of the work day is pushing/pulling a book truck	
	21-25 lbs	O	Less than 5% of the work day is pushing/pulling a book truck	
	26-50 lbs	O	Less than 5% of the work day is pushing/pulling a book truck	
	51-75 lbs	O	See attached Lifting, Carrying, and Push/Pulling Notice.	
	76-100 lbs	O	See attached Lifting, Carrying, and Push/Pulling Notice.	
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N-Never O-Occasional 1-33% F-Frequently 34-66% C-Constant 67-100%

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NON-MATERIAL HANDLING ACTIVITIES

Task	Frequency	Performance
CLIMBING	O	5%-10% of the work day. Employee will engage in this activity to shelve books on higher shelves.
BALANCING		
STOOPING (bending at waist)	F	Up to 40% of the work day employee will shelve books.
KNEELING (one or both knees)	O	Up to 30% of the work day employee will shelve books, donations, and magazines.
CROUCHING (bending at hips/knees)	F	Up to 50% of the work day employee will shelve and look for books requested by patrons.
CRAWLING	O	5%-10% of the work day employee will be pulling cable and cleaning bathrooms.
REACHING	C	80%-100% of the work day employee will shelve books at below waist level and above shoulder and head level.
TWISTING/TURNING (rotation)	C	80%-100% of the work day employee will turn up to 180 degrees during shelving of materials and while checking out books.
HANDLING (manipulated objects)	F	80%-100% employee will be checking out library materials, operating AV equipment
FINGERING (finger dexterity)	C	80% - 100% employee will be manipulating library material and using business machines.
STANDING	F	80%-100% employee will be checking out library material, shelving, and returning material.
WALKING	F	70%-80% employee will be shelving books, working at counters, and helping patrons.
GRASPING (whole hand activities)	F	100% employee will be checking out library material, shelving, and attending patrons.
TALKING (ordinary talking)	C	80-100% of the work day employee will be talking on the telephone answering questions from the public and talking to patrons.
HEARING (conversation with others)	C	80%-100% of the work day will be hearing while working with staff and patrons.
SEEING-FOCUSING (within 20 inches)	C	80%-100% of the work day employee will be seeing general library material.
SEEING-FOCUSING (over 20 feet)	C	80%-100% of the work day employee will be observing patrons within the library to monitor proper service and management of the facility.

N-Never O-Occasional 1-33% F-Frequently 34-66% C-Constant 67-100%



LIFTING, CARRYING, PUSHING, AND PULLING NOTICE

Everyone should be familiar with proper lifting, carrying, pushing, and pulling techniques. If you are not, have your supervisor explain these to you. We also have videos that show how to safely lift, carry, and push or pull items.

Because of the type of material we deal with in the library environment (which includes boxes of books, magazines, etc.) there may be times when you are asked or feel you are required to lift, carry, push or pull an item of a weight in excess of 50 lbs.

What do you do to protect yourself from lifting, carrying, or pushing/pulling more than you can safely handle?

Identify the Risk

Know your own limitations, be able to recognize items which are beyond your capacity to lift, carry, push or pull safely.

DO NOT LIFT, CARRY, PUSH, or PULL THESE ITEMS

Communicate the Risk

Tell your supervisor if you ever feel that you need help in lifting, carrying, pushing, or pulling an item.

DO NOT LIFT, CARRY, PUSH, or PULL THE ITEM WITHOUT ADEQUATE HELP

If something must be Moved, Lifted, Carried, Pushed, or Pulled

It is our policy that you will NOT be asked to lift, carry, push, or pull items which appear to be beyond your capacity to lift safely. If you are asked to do so, then:

- Tell the individual asking you to do so that you need help in lifting, carrying, pushing, or pulling the item.
- Get adequate help.

DO NOT LIFT, CARRY, PUSH, or PULL THESE ITEMS WITHOUT ADEQUATE HELP

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Reference Librarian Work Schedule

Monday	12:30 p.m. to 9:30 p.m.
Tuesday	12:30 p.m. to 9:30 p.m.
Wednesday	12:30 p.m. to 9:30 p.m.
Thursday	OFF
Friday	OFF
Saturday	7:30 a.m. to 5:30 p.m.
Sunday	9:30 a.m. to 5:30 p.m.

I, _____ understand the physical demands, work environment factors and mental functions of this job. I can fulfill the essential functions of this position as described in this job description.

Applicant Signature

Date