



NEWPORT NEWS, VA

JOB DESCRIPTION
LIBRARIAN
(BUSINESS AND TECHNOLOGY)
LIBRARIES & INFORMATION SERVICES



GENERAL STATEMENT OF RESPONSIBILITIES

Under limited supervision, this position is responsible for performing advanced professional work that will provide library services and support to businesses, entrepreneurs and citizens in the community by planning, developing and implementing advanced level technology and business-related programs, classes and workshops. This position will report to the Assistant Director of Libraries and Information Services.

There are two (3) levels of Librarian distinguished by the level of work performed and the level of experience of the employee.

ESSENTIAL JOB FUNCTIONS

Provides strategic direction for the Library System in the area of business and technology. Assists the Library System in determining long-term goals. Analyzes local demographics through environmental scans and makes recommendations based on community needs and interest. Compiles statistical and related data into written reports.

Designs, plans and implements a variety of advanced and emerging technology courses, business financial tools, business social media platforms, web design, marketing tools, brand development and business databases. Conducts one on one with patrons to assist with business resources including library-supported technologies and resources, computers, digital resources, image and video editing, demographic tools, business development programs and instruction in effective search strategies.

Creates and implements a regular schedule of small business development and business related programs and events for each library location, including researching, contacting and negotiating with potential program presenters. Evaluates programs for effectiveness based on the department's goals. Serves on the Adult Programming Committee.

Develops and maintains partnerships with Minority owned and Women-owned Business Enterprises (MWBE), community business leaders, Chamber of Commerce, Better Business Bureau, business development centers and other business organizations in order to help increase and sustain local businesses. Researches and recommends business programs, classes, and workshops, and participates in outreach events to enhance the Library's relationship with the business community.

Responsible for the effective supervision of assigned staff including prioritizing and assigning work, performance management, employee relations, and related activities. Coordinates with staff to develop technology competencies; creates and delivers staff training as needed.

Performs a variety of administrative functions including the development of written policies, procedures and best practices; provides training to staff; develops training materials; develops resource materials for entrepreneurs and library patrons; performs collection development in the area of Business and Technology for all locations; provides budgetary recommendations to Library Director and assists with grant writing. Creates, maintains, and updates library online resources specific to businesses, and business related technology and emerging business technology.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- Community Engagement - Knowledge of service area community demographics and needs. This includes developing working relationships with community partners and working collaboratively to affect positive impact through library programs and services.
- Technology - Knowledge of new developments in the library profession, including technological advances, integrated library systems, digital technology applications.
- Customer Service - Considerable knowledge of principles and processes for providing customer service. This includes setting and meeting quality standards for services, and evaluation of patron satisfaction.
- Supervision - Knowledge of supervisory techniques, principles and procedures to assign work, schedule, supervise, train and evaluate the work of assigned staff. Knowledge of personnel recruitment, selection, and the use of personnel information systems.

REQUIRED SKILLS

- Interpersonal Relationships - Develops and maintains cooperative and professional relationships with Library patrons, employees and all levels of management to include representatives from other departments and organizations.
- Computer Skills - Utilizes a personal computer to access the Internet and online library catalogue to assist patrons, as well as library software to effectively complete a variety of administrative tasks with reasonable speed and accuracy. Knowledge of business social media platforms, web design, marketing tools, and business databases.
- Judgement and Decision Making - Evaluates the best method of research and then exercises appropriate judgment in establishing priorities and resolving complex matters. Considers the benefits of potential actions to choose the most appropriate one.

REQUIRED ABILITIES

- Communication - Ability to effectively communicate ideas and proposals verbally and in writing, to include the preparation of reports which include numerical information and statistics. Ability to listen and understand information and ideas being presented verbally and in writing. Ability to handle a variety of personal information in a confidential manner.

- Coordination of Work - Ability to establish and implement effective administrative programs and procedures. Ability to plan and organize daily work routine. Ability to establish priorities for the completion of work in accordance with sound time-management methodology. Performs a broad range of supervisory responsibility over others.
- Accounting - Ability to perform arithmetic, algebraic, and statistical applications to perform purchasing and financial transactions.

EDUCATION AND EXPERIENCE

Librarian I - Requires a Master in Library Science from an accredited American Library Association (ALA) library school or an equivalent combination of education and experience.

Librarian II - Requires a Master in Library Science from an accredited ALA library school and 1-2 years' experience as a professional librarian with some lead or supervisory experience and experience providing outreach services to the community or an equivalent combination of education and experience.

Senior Librarian - Requires a Master's Degree in Library Science from an accredited ALA library school, 3-5 years' experience as a professional librarian, and 1-2 years of supervisory experience and experience providing outreach services to the community or an equivalent combination of education and experience.

Specialized knowledge in programs for adults and school-age children is required to attain the Senior Librarian level, and is preferred at all other levels.

ADDITIONAL REQUIREMENTS

An acceptable general background check to include a local and state criminal history check and an acceptable sex offender registry check.

Some positions may require Workforce Development Shared Network Access Points (SNAP) Certification.

PHYSICAL REQUIREMENTS

- Requires the ability to exert light physical effort in sedentary to light work.
- Some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
- Tasks may involve extended periods of time at keyboard or work station.

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Essential functions are regularly performed without exposure to adverse environmental conditions.