

TITLE: Library Specialist JOB CODE: 1113

PREPARED: 6/30/03 FLSA: Non-Exempt

UPDATED: REVISION #:

Summary: Under general supervision, performs a broad range of technical library services to patrons.

**Distinguishing Characteristics:** This designation is differentiated from the Library Assistant by a broader array and greater complexity of work responsibilities.

**Essential Job Functions:** Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledges, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

- Serves patrons at the front desk by responding to reference questions in person or by telephone; locating and demonstrating the use of library equipment; checking library materials in and out; collecting fines and fees; updating various data bases; and issuing library cards.
- Processes arrivals of new books, audios and videos; unpacks materials.
- Processes overdue notices and records; enters information into automated record systems.
- Processes periodicals by bar-coding and entering all periodicals into an automated data base; deletes back issues of outdated periodicals; maintains a current list of periodicals; and maintains rolls of microfilm of current and previous periodicals.
- Catalogues and processes all incoming audiocassettes, compact discs, videotapes and DVDs for circulation; orders replacements and deletes damaged or obsolete items.
- Reviews professional trade journals and recommends new acquisitions to the library's collection.
- Selects and arranges themes for the library display case in consultation with the Library Director.
- Processes incoming inter-library loan materials and books and prepares them for patrons.
- Makes recommendations to library collections based on input from patrons.
- Promotes and participates in various library programs.
- Performs related work as required.

#### MINIMUM QUALIFICATIONS

#### Required Knowledge and Skills:

- Knowledge of the principles, practices, methods and procedures of library systems and record keeping.
- Knowledge of County policies, procedures, rules and regulations.
- Skill in operating a personal computer and software applications.
- Skill in following and effectively communicating verbal and written instructions.

## JOB DESCRIPTION

Library Specialist

- Skill in establishing and maintaining effective working relationships with superiors, peers, other libraries and library patrons.
- Skill in working independently or as a team member.

## **Education, Experience, Certifications and Licenses:**

- High School diploma or equivalent GED certificate.
- Three years of experience in a library setting.
- Possession of a valid State of Nevada driver's license.

# **Environmental Factors and Conditions/Physical Requirements:**

- Work is performed in office environment.
- Subject to standing, walking, sitting, bending, reaching, kneeling, and lifting up to 30 pounds.

## **Equipment and Tools Utilized:**

• Special Equipment includes standard office equipment, microfilm reader, calculator and a personal computer.