SARASOTA COUNTY GOVERNMENT
CLASSIFICATION

LIBRARY PROFESSIONAL

SUB-CLASS CODE: See Below
EEO CODE: 02
FLSA: See Below
W/C CODE: 8810
PAY BAND: Professional/Technical, 9931

MAJOR FUNCTION(S)

This is professional level work supporting, coordinating or leading library programs/projects, teaching and coaching of staff and citizens, providing customer service, conducting research, performing analytical type work and coordinating collections. Work exercises independent judgment and discretion for decision making. Job duties, functions and qualifications satisfy criteria for exempt status as outlined under the Professional Exemption in the Fair Labor Standard Act (FLSA) Wage and Hour Regulations.

TYPES OF DUTIES

- Develops and manages the materials collection
- Designs the data collection processes
- Responds to requests for review of collection items
- Assists in material selection and weeding
- Makes acquisition decisions consistent with policy interprets objectives, policies and procedures
- Administers special collections
- Oversees the functions of processing and disposition of library materials
- Integrates research and monitors circulation patterns & trends into planning & purchasing process
- Serves in information services, technical services, children's, youth, extension areas and public services
- Provides formal/informal instruction to individuals/groups on use of library resources, learning tools, etc.
- Initiates, designs, facilitates and evaluates education programs for children, young adults or community groups
- Writes and develops book reviews, promotional materials, fliers, book lists and web content
- Provides guidance for, and facilitates the activities of self-directed work teams
- Assists, leads, develops, implements, and/or evaluates special projects, services and library programs
- Develops, implements and evaluates policies and procedures; interprets objectives, policies and procedures for
- staff and for the public
- Participates in and/or facilitates trainings, community meetings, and activities of the Library Advisory Board, Friends Alliance, etc.
- Collaborates with internal core services to manage operational issues, support community goals and form strategic partnerships
- Conducts presentations to BCC, community and at professional events
- Participates in business planning, staff planning and budget development
- Compiles and analyzes statistical, budgetary and other information and reports
- May assist and participate in selection, training and supervising other library staff and volunteers
- Maintains awareness of literature related to current best practices and future trends
- Assists customers, responds to requests and monitors progress of request
- Creates a user-friendly and safe environment; assesses risk and safety issues

Core Competencies (Knowledge, Skills and Abilities)

- Ability to communicate clearly and concisely
- Knowledge of modern library principles, practices, theories, procedures, technology and public library operations
- Knowledge of materials, reading tastes, publishers and providers of materials
- Knowledge of laws and regulations governing access to information in libraries
- Ability to provide high level customer service
- Ability to effectively collaborate/partner with internal Core Services/Units
- Ability to contribute effective strategies and decisions regarding library services and resources
- Ability to exercise sound, independent judgment and handle a variety of customer issues tactfully
- Ability to work effectively in teams
- Ability to train, develop and guide other team members
- Ability to educate and train internal/external customers
- Ability to prioritize, manage, organize and present work/information effectively
- Develops, implements, evaluates operational procedures and policies, recommends changes; resolves disputes
- Ability to analyze resource needs and make recommendations
- Knowledge in team facilitation, conflict resolution and team dynamics
- Ability to plan and implement new systems and instruct others in their use

Business Equipment and Computer Skills

- Outlook, Word, Excel, PowerPoint
- Ability to use telecommunication media presentation equipment
- Ability to use standard business equipment: copier, Fax, calculator printers, phones
- Skilled in the following: computer software/hardware necessary to perform the job, computer maintenance software, computer networks and automated library systems

Budget/Fiscal Skills

- Exercises good stewardship of county resources
- Offers innovative cost-saving ideas when appropriate
- Ability to understand and employ budget & finance concepts & terminology
- Ability to assist in preparing the budget and business plans as well as staffing plans
- Ability to establish effective financial management processes & services
- Ability to pursue funding sources for the library

Minimum Qualifications

- Master's degree in Library Science from a college or university accredited by the American Library Association (ALA) or the Chartered Institute of Library and Information Science Professionals (CILIP)
- Preferred (1) year experience. Experience is described as having worked in a library environment.
- Some supervisory experience may be required
- **OR** a bachelor's degree and enrolled in an MLS/MLIS program with the ability to obtain an MLS/MLIS within 12 months of hire

NOTE: 30 college credits are considered equivalent to one year of college.

APPROVED BY:

Chris Louria Digitally signed by Chris Louria
Date: 2023.05.09 12:33:05 -04'00'

Chris Louria, Chief Human Resources Officer

History: 11/2/22; 11/17/11

Title & WC Addendum

Sub-Class	Title	FLSA	PG	WC	EEO	Retirement
031983	Library Professional	E	9931	8810	02	Regular
032924	Library Professional (NE PT)	NE	9931	8810	02	Regular