



Class Title
Position Number
FLSA Status
EEO Classification
Department
Supervised By

Librarian II (Adult Services)
0832
Exempt
Professionals
Williamsburg Regional Library
Adult Services Director

Nature of Work

Performs advanced work providing reference and readers' advisory services to the public; organizes adult services division's special services in at least one area; assists with division operations; promotes library services to the community.

Essential Job Functions (other essential job functions may be designated by division)

- Provides public with information and materials from the library's collection and other sources by researching and interpreting print, online and other sources; locates and recommends materials appropriate for users' interest and reading levels; evaluates accuracy, currency and usefulness of materials.
- Recommends materials to read, view or hear, topics for reports and other assignments; prepares booklists, library guides and displays; offers programs and services to users.
- Develops and implements workshops and training for individuals and groups; researches in-depth reference questions; develops specialized collections, including electronic and online resources; and serves as a library liaison to these segments of the community.
- Assists with the adult services division's operations, including maintaining, updating and interpreting the adult services division's and the library's policies and procedures; resolves staff, user, equipment and building problems as needed; improves the quality of library services through individual and general staff development, including attendance at workshops and conferences; serves on library committees; trains other staff as appropriate; supervises designated volunteer projects.
- Initiates, plans, and conducts a variety of programs and activities to encourage the use of the library and its collection to adults and young adults, including but not limited to films and special events, tours, classes, author visits, reading groups, etc.
- Performs other duties as assigned.

Job Preparation Needed

- Master of Library Science (MLS) degree from an accredited American Library Association (ALA) college required; some experience in and commitment to public service; and some public library experience preferred.
- Must possess reliable transportation to work site(s).
- Knowledge of both print and electronic reference sources, computers and personal electronic devices and current trends in library services for adults and young adults; the principles, practices and techniques of library services, including collection development, outreach, programming, readers' advisory and reference for adult and young adult audiences; adult and young adult literature and of reference sources and research techniques; knowledge of supervisory principles and skills.
- Knowledge of principles and processes for providing customer service including setting and meeting quality standards for services, and evaluation of customer satisfaction.
- Skill in use of computer software, especially Microsoft Office Suite; oral and written communication.
- Ability to effectively work with users of all ages and other library personnel; plan and organize daily work and special projects; establish and maintain relationships with the library administration and staff members, government/school/community officials and personnel, vendors and the public; ability to work well under pressure.

Performance

All employees are expected to work effectively and ethically with citizens and with each other to meet the needs of the community and the organization. Employees are expected to demonstrate work behaviors that model the organization's values and further the organization's mission.

Post Offer Requirements

- Credential check
- Drug Test
- National criminal/sex offender record check

Introductory Period 6 months

Post Hire Requirements

- Not Applicable



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Job Locations and Conditions

- Work is performed primarily at the Williamsburg Regional Library buildings and at selected outreach locations; works in both an office and at a public service desk; requires the ability to travel among various locations and other sites; may require operation of Mobile Library Services vehicles.
- Eligible for intermittent telework.
- Performs work safely in accordance with department safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to supervisor.
- May be required to report to work to serve customers during emergency conditions. May be assigned to report at a different time and location and to perform different duties as necessary.
- Work schedule includes some nights and weekends.



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General Aptitudes and Physical Abilities

James City County is an Equal Opportunity Employer. The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Incumbents must be able to perform all essential job functions unaided or with reasonable accommodation. Prospective and current employees are invited to discuss accommodations.

Frequency Scale:

C= Continuously (2/3 or more of the time)	F= Frequently (from 1/3 to 2/3 of the time)	O= Occasionally (up to 1/3 of the time)	R= Rarely (less than 1 hour per week)	N= Not an essential job function
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General Aptitudes/ Physical Abilities	Frequency	Description
Mental Ability	C	Must have general learning ability and the ability to understand instructions and underlying principles; understand and follow oral and written instruction, and/or to guide/give instructions; and ability to make decisions in accordance with established procedures and policies
Communication Ability	C	Must have ability to understand meanings of words and ideas associated with them and to use them effectively; comprehend language to understand the relationship between words; understand meanings of whole sentences and paragraphs; present information or ideas clearly; and communicate with public, vendors, supervisors and/or other employees and County officials. <ul style="list-style-type: none"> • Verbal Communication: hear/listen; communicate orally with public, vendors, supervisors, other employees and County officials • Written Communication: read/understand text; exchange information in written form
Mathematical ability	F	Must have ability to perform accurate calculations mentally and/or aided by a calculator or other device
Spatial ability	N	Must have ability to comprehend forms in space and understand relationships of plane and solid objects; may be used in such tasks as blueprint reading and in solving geometry problems; frequently described as the ability to mentally visualize objects of two or three dimensions or to think visually of geometric forms
Operate office equipment	C	Office equipment such as computer keyboard and mouse, copy/fax machines, telephones, calculator, etc.
Operate other equipment/tools	F	Necessary equipment and/or tools including projectors, microphone and AV equipment, etc.
Transport/Reposition Objects	F	Must be able to transport and reposition 15-50 pounds of materials/equipment from ground to waist, at waist level, waist level to shoulder, above shoulder
Ascend/Descend	O	Must be able to work in and move to different height levels including step stool, 3-4 steps, and 1 or more flights of stairs
Sit	F	Must have the ability to sit
Stand	F	Must have the ability to stand
Walk	O	Move self from one location to another on flat terrain
Run	N	Move self from one location to another on flat terrain, rough terrain or both flat and rough terrain
Position self to lower level	F	Must have ability to bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself
Reaching, handling, fingering, and/or feeling	F	Must have ability to stretch out, extend, or put forth a bodily part; to touch or grasp something, by extending or stretching; to touch, lift, hold or operate with hands
Seeing	C	Must be able to see, to perceive, or comprehend by the sense of sight; be able to focus with distinctness or clarity; use peripheral vision; and determine color and depth perception. Must be able to see at night and/or in dark spaces
Hearing	C	Must be able to hear and listen to voices and sounds
Driving	O	Must be able to transfer or convey in a standard, automatic, or multi-gear vehicle including car, van, small truck, medium truck, large truck, truck w/equipment