

LEXINGTON PUBLIC LIBRARY  
CLASS SPECIFICATION

LIBRARIAN III

Grade: 60

**Job Summary:**

The Librarian III is responsible for administrative and professional library work of considerable difficulty in directing the successful daily operation of a library unit. The Librarian III is primarily responsible for providing quality service by successfully managing staff, maintaining the vibrancy and relevancy of the resources and services, and ensuring the Branch or Department creatively and effectively serves the needs of the community. The Librarian III is responsible for maneuvering complex systems and relationships and communicating and collaborating system-wide to support the library's mission and strategic goals.

Work may be performed in public and non-public areas. Incumbents are required to work a flexible schedule, which may include evenings, Saturdays and Sundays in support of the public service hours.

This class is distinguished from Librarian II by the added responsibility involved in providing leadership, mentorship, and management of the entire professional and paraprofessional staff of a Library unit to further the vision and strategic goals of the library. This may include site/facility supervision of a branch library.

*Supervisory Responsibilities:*

- Direct and general supervision is exercised over moderate to large numbers of staff that may include professional, paraprofessional, clerical, custodial and security staff.

***Duties/Responsibilities:***

*ALL Positions in this class WILL:*

- Manage the operations of a location or department in accordance with the library's vision and strategic goals and models a passion for providing an outstanding customer experience.
- Provide exemplary customer service and inspire fun, innovation and curiosity in their team.
- In coordination with HR and supervisor, review applications, develop questions, interview, select and train new employees as well as evaluate and hold staff accountable according to established policies and procedures.
- Oversee the preparation of special and periodic statistical and operational reports and analyze reports to identify new strategies for efficiency and service, reporting to staff and upper management.

- Share innovative ideas at a high level, appropriate LPL committees and meetings.
- Work with the Department of Education to build and maintain relationships with community leaders and organizations in order to promote, create, and publicize the relevant services and activities of the library.
- Prepare budget requests for the assigned location or department, monitor budget, and operate branch or department within allocated budget.
- Coach staff honestly, directly, and consistently to achieve success, professional growth, and innovation.
- Train and develop staff in areas of customer service, product knowledge, collection management, and programming. Interpret LPL policies, procedures and regulations, and direct staff accordingly.
- Learn proactively and maintain expertise in developments in the profession, community, and national trends that impact library services.
- Interact and communicate pleasantly and effectively with diverse customers and staff, maintaining a positive and professional demeanor and providing friendly courteous service.
- Works with LPL Foundation, other departments and branches to assist in researching and developing grant proposals for library services as appropriate.

*Specific Duties May Vary According to Position As Follows:*

#### **Community Relations Manager**

Engages with organizations and businesses to build awareness of the Library's impact and expand the Library's reach into the community to enable richer programming, seamless assimilation of Library resources, and/or avenues into untapped populations. Represents the Library favorably and makes positive contributions to the community. Develops a strategy for system-wide library programming and initiatives that anticipates and is responsive to community needs to support the mission and strategic priorities of the Library. Supports advocacy initiatives and represents the organization at events. Directs the volunteer program.

- Evaluate current relationships and identify areas for growth.
  - Develop a strategy to grow relationships.
- Evaluate current system wide initiatives and programming for impact and ROI.
  - Strengthen and develop new initiatives and programming where necessary.
  - Develop system for evaluating new system wide initiatives and programming.

#### **Community Services Manager**

Responsible for helping to innovate, create and sustain all Community-Based Services of the Library. Assists Director of Education in conducting research and studies to assess community needs, areas of service gaps, and optimal service delivery methods. Develops, oversees, and evaluates programs and services for members of our community who have difficulty accessing library services in traditional ways.

Exercises supervision of the staff responsible for providing services and materials outside the library locations.

- Perform a needs assessment of our community.
- Perform a service assessment
- Develop and prototype light footprint Community Based-Service Models

Note: This job description reflects Lexington Public Library's assignment of essential functions for this particular job; it does not prescribe or restrict the tasks that may be assigned at a later date or as may be needed.

*Required Skills/Abilities:*

- Expertise and active engagement in principles, methods, and practices of innovative library service.
- Knowledge of and passion for LPL materials, programs, and services.
- Demonstrated ability to take ownership of a library location. Manage a team of people that will offer library programming and services that are responsive to the needs of the community.
- Advocate and connect in your community in conjunction with the goals of the Lexington Public Library .Ability to select, supervise, train, evaluate and coach/counsel a flexible staff in a changing environment.
- Ability to communicate effectively with staff, customers, community partners, and the administrative team.
- Ability to be a positive motivator and to coach staff to lead, innovate, embrace change, excel in customer experience, and find the fun in their profession.
- Ability to properly exercise authority and responsibility.
- Ability to establish and maintain effective working relationships with other employees, department managers, community leaders, Library customers, and the general public.
- Ability to work with the public for extended periods of time, ensuring branch floor coverage is meeting our customer service expectations.
- Ability to work without sitting for a minimum of two hours, and during that time is able to move with reasonable speed to locations throughout the work place in order to accomplish public service duties.

*Education and Experience:*

- Possession of a Bachelor's Degree. Considerable experience in professional work, including administrative and supervisory experience; or any equivalent combination of experience which provides the required knowledge, skills and abilities.

*License/Certification:*

- Appropriate Certification as necessary.
- Must successfully pass a background investigation.
- Must have a valid driver's license and successfully pass a motor vehicle records check.

*Physical Requirements:*

- Ability to sit and operate a computer for extended periods.
- Sufficient mobility and dexterity to lift and carry books and other library materials.
- Ability to perform essential functions which require bending, standing, stooping, and lifting moderately heavy boxes of books, and standing for long periods.
- Work is often performed in and around books, shelves, and computers requiring adherence to industry safety procedures and guidelines.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*Hazard/Unusual Working Conditions:*

- Work is subject to changing requirements, demands from users, and at times, dealing with the public.
- Work involves exposure to normal, everyday risks and working conditions involved in office work with staff of fellow employees.

Class established: 5/85

Present version: 5/23

FLSA Status: Exempt