

## CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

### CLASSIFICATION

**TITLE:** Librarian

**CLASS CODE:** 2575

### GENERAL DESCRIPTION OF DUTIES:

Incumbents in this classification are responsible for planning, developing and implementing a departmental library program.

### DISTINGUISHING CHARACTERISTICS:

This is a journey-level professional classification in the Police Services Series – Adjunct Group job family within the City of St. Louis. Incumbents within this classification perform moderately complex to complex duties with a variety of related tasks. The distinguishing characteristics of this classification within the series include responsibility for collection, development, establishment of library policies and procedures and performance of complex research and reference services.

Incumbents work under general supervision. While workers require some supervision in most assignments, they are free to develop their own work sequences within established procedures, methods and policies. They are generally subject to periodic supervisory checks.

This is an individual contributor class, meaning the incumbent is responsible for his/her own work including output, quality and timeliness. Incumbents may, however, explain work processes and train others, such as new employees, in the same or similar job title. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team.

### EXAMPLES OF WORK (Illustrative Only):

***(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)***

Develops, maintains and monitors the ongoing strategic plan for the department's library and its current and future services.

Maintains the library's collection of books, periodicals, documents and other special collections and selects materials to be discarded.

Selects, orders, catalogs and classifies library materials.

Maintains the budget for library operations; drafts and publishes the library's annual report.

Maintains and updates reference and circulation materials, the periodical index, vertical file, recruit photo file, chronological file and other special collections. Conducts periodic inventory of collections to identify missing items and areas that need updating.

Develops suitable contacts with other resource centers in order to provide back-up resources for the library collection; responsible for inter-library loan procedures.

Reads, marks, copies and files all law enforcement related newspaper clippings; drafts and publishes annual Directory of Law Enforcement Agencies in St. Louis.

Selects and conducts employee courses.

Performs other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**Data Utilization:**

Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

**Human Interaction:**

Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome. Requires the ability to sell. Requires the ability to act as a lead person and effectively communicate with others.

**Equipment, Machinery, Tools and Materials Use:**

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as a personal computer, calculator, and/or materials used in performing essential functions.

**Verbal Aptitude:**

Requires the ability to comprehend and utilize a variety of reference, descriptive and advisory data and information including the Dewey Decimal and Library of Congress Classification Systems, complex literature, and methods of locating complex materials.

**Mathematical Aptitude:**

Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; requires the ability to interpret and develop statistical reports.

**Functional Reasoning:**

Requires the ability to apply principles of influence systems such as leading, teaching, directing, planning, coordinating and controlling. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

**Situational Reasoning:**

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.

**Environmental Factors:**

Work is normally performed in an office environment under generally safe and comfortable conditions where exposure to irate individuals poses a very limited risk of injury.

**Physical Requirements:**

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five (5) to ten (10) pounds, such as moving a portable computer from location to location.

**Sensory Requirements:**

Requires the ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks, such as determining processes from a flow-chart diagram.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.