

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Librarian</u>
Sch & Grade	<u>PAT-4</u>
Class Code	<u>FD36</u>
FLSA Status	<u>Non-Exempt</u>
Bargain Unit Elig.	<u>AFSCME</u>
Occupational Group	<u>Art</u>

PRIMARY PURPOSE:

To organize, maintain and administer the Springfield Art Museum Library.

SUPERVISION:

Under the direct supervision of the Director of the Art Museum.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Maintains an organized catalog system of all incoming and outgoing materials of the Art Museum library, including reference books, periodicals, catalogs and slides.
2. Places orders for items approved for purchase, including books, periodicals, slides, etc.; receives, records, labels and catalogs items purchased.
3. Monitors budget to insure that expenditures for library materials do not exceed allocated funds.
4. Maintains records of issuance and return of library materials by patrons; composes and types correspondence as required to secure return of library materials, as necessary.
5. Assists library patrons in person, by telephone or mail in researching museum resources and providing information.
6. Repairs books using tape and/or cement; replaces slide mounts and glass, as necessary.
7. Acknowledges donations to the Art Museum library.
8. Maintains appropriate supplies for assigned area.

IMPORTANT FUNCTIONS:

1. Utilizes basic math for calculations necessary for various reports, budget information, etc.
2. Sorts, cross-indexes and files correspondence, reports, records or other materials according to alphabetical or other acceptable organization methods.
3. Maintains a neat and orderly work area.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Knowledge of art, art history or library science; record keeping, filing and catalog systems for library materials; working knowledge of standard library operations; research techniques; accurate grammar, spelling, punctuation and standard English usage; basic math calculations.

Abilities

Operate a computer, calculator and other modern office equipment; maintain accurate records; compile, update, file, copy, sort and retrieve information; follow oral and written instructions; communicate effectively, both verbally and in writing; accurately compose and type routine correspondence; work independently; deal effectively and courteously with associates and the general public; present an overall professional image; effectively welcome and embrace differences among employees and citizens; perform effectively as a member of a team in carrying out the city's stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Two years of administrative office work, with at least one year in a library or museum environment.

Physical Requirements

Performs bending, sorting, kneeling and reaching to both ground level and overhead as required to retrieve books or other library materials; lifts, carries, pushes and pulls up to 25 pounds; must be able to grip and hold objects; must be able to operate a computer keyboard and mouse; must be able to operate shop tools and equipment.

Working Environment

Primarily indoors with heating and cooling regulated in a general office environment.

Licensing/Certification

None required.

Miscellaneous Requirements

None required.

Last Revision:	February 13, 2012	GENERAL ORDINANCE NO. 3353
Comments:	Updated Abilities	Date: October 1982

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____