



## **ADULT SERVICES LIBRARIAN II**

**DEPARTMENT:** Williamsburg Regional Library/Adult Services

### **NATURE OF WORK:**

Under the supervision of the Adult Services Director, the Adult Services Librarian II provides reference and readers' advisory services to the public; organizes the department's special services in at least one area; assists with departmental operations; and promotes library services to the community.

### **ESSENTIAL FUNCTIONS OF THE JOB:**

Provides the public with the information and materials from the library's collections and from other sources by researching and interpreting print, online, and other sources; locating and recommending materials appropriate for patrons' interest and reading levels; evaluating the accuracy, currency, and usefulness of the information or materials; teaching individuals and groups how to use library resources and research methods; recommending materials to read, view, or hear; recommending topics for reports and other assignments; and preparing booklists, library guides, and displays. Maintains awareness in librarianship and library technology and is alert to current developments in the profession.

Organizes the department's special services in one or more of the following areas: electronic resources; readers' services; collection development; community development; etc.

Develops and implements workshops and training for individuals and groups; researches in-depth reference questions; develops specialized collections, including electronic and online resources; creates instructional materials to inform and promote resources; keeps the community and local officials informed of relevant new information and materials; and serves as a library liaison to these segments of the community.

Assists with departmental operations, including maintaining, updating, and interpreting departmental and library policies and procedures; scheduling; and solving staff, patron, equipment, and building problems as needed.

Develops and presents library programs such as tours, classes, author visits, special events, etc.

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.

Monitors patron activities in the library, handling problems as they occur.

Supervises volunteer projects.

Performs other related duties as required.

**JOB LOCATION AND EQUIPMENT OPERATED:**

The job is located in both library buildings. Administrators work in both an office and at a public service desk. At least 50% of time requires walking, light to medium lifting, reaching, bending, and other limited physical activity; operation of computers is required; other office and library equipment as required. Regular contact is made with library staff, vendors, and the general public.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Extensive knowledge of electronic sources and personal computers.

Extensive knowledge of the principles, practices, and techniques of library services, including reference, readers' advisory, collection development, and programming.

Extensive knowledge of adult literature and of reference sources and research techniques.

Excellent oral and written communication skills.

Knowledge of supervisory principles and skills.

Experience in and commitment to public service.

Ability to work effectively with the public of all ages and other library personnel.

Ability to plan and organize daily work and special projects.

**MINIMUM QUALIFICATIONS:**

American Library Association (ALA) accredited Master of Library Science (MLS) degree required. Two years public library experience preferred.

**NECESSARY SPECIAL QUALIFICATIONS:**

Ability to travel among the various job sites.

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# IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title: Adult Services Librarian II Position Number: 832  
Department: Williamsburg Regional Library Division: Adult Services

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

**I. Mental Abilities:** General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- Ability to guide and/or give instructions
- Ability to make decisions in accordance with established procedures and policies
- Not essential to job function

**II. Verbal Abilities:** Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

## 1. Speaking/Talking:

- Answer telephone, radio or switchboard
- Communicating with County officials
- Communicating with general public
- Communicating with vendors
- Communicating with supervisors and/or with other employees
- Communicating with other \_\_\_\_\_
- \_\_\_\_\_
- Not essential to job functions

## 2. Hearing/Listening:

- For communication with County officials, public, vendors, supervisors and/or other employees
- Not essential to job function.

## 3. Reading: (ability to read and understand text)

- Essential to job function
- Not essential to job function

**III. Numerical:** Ability to perform arithmetic operations quickly and accurately.

- Ability to mentally perform accurate two digit calculations
- Ability to perform accurate calculations aided by a calculator, adding machine or measurement device

**IV. Spatial Abilities:** Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- Essential function
- Not essential function

**V. Motor Coordination:** Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

**1. Manual Dexterity:** Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- |                                                        |                                                                            |
|--------------------------------------------------------|----------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Use telephone      | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard               | <input type="checkbox"/> Use postage machine                               |
| <input type="checkbox"/> Use radio/console             | <input checked="" type="checkbox"/> Use hand tools                         |
| <input checked="" type="checkbox"/> Use a calculator   | <input type="checkbox"/> Use power tools                                   |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____                                      |
| <input checked="" type="checkbox"/> Use a fax machine  | <input type="checkbox"/> Not essential to job function                     |

**2. Finger Dexterity:** Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- Essential to job function
- Not essential to job function

Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VI. Physical Demands:**

1. **Strength:** The quality, state or property of being strong. The power to withstand strain, force, or stress.

Please check (✓) in appropriate boxes below.

	Ability to manipulate materials and/or equipment (lbs)						Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
<b>Lift</b>			✓					✓	
<b>Push/Pull</b>				✓				✓	
<b>Hold/Carry</b>			✓				✓		

Manipulation done from:  ground to waist     waist level     waist to shoulder     above shoulder  
(Check all that apply)

Not essential to job function:  Lift     Push/Pull     Hold/Carry    (Check all that apply)

2. **Climbing:** To move up or mount by using the hands or feet.

- | <u>Ladders</u>                                         | <u>Stairways</u>                                       | <u>Steps</u>                                           |
|--------------------------------------------------------|--------------------------------------------------------|--------------------------------------------------------|
| <input checked="" type="checkbox"/> Step stool         | <input checked="" type="checkbox"/> 1 flight           | <input type="checkbox"/> 1-2                           |
| <input type="checkbox"/> 8' to 10' step ladder         | <input type="checkbox"/> 2 flights                     | <input type="checkbox"/> 2-3                           |
| <input type="checkbox"/> Extension ladder              | <input type="checkbox"/> 3 or more flights             | <input checked="" type="checkbox"/> 3-4                |
| <input type="checkbox"/> Other _____                   | <input type="checkbox"/> Other _____                   | <input type="checkbox"/> Other _____                   |
| <input type="checkbox"/> Not essential to job function | <input type="checkbox"/> Not essential to job function | <input type="checkbox"/> Not essential to job function |

3. **Ability to Stand, Sit, Walk, and Run:**

Please check (✓) in appropriate boxes below.

	Duration (hours/day)						Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
<b>Stand</b>			✓					✓	
<b>Sit</b>			✓					✓	
<b>Walk</b>	✓							✓	
<b>Run</b>									

If walking or running, over what type of terrain?     flat     rough     both

Not essential to job function:     Stand     Sit     Walk     Run    (Check all that apply)

**4. Stooping, Kneeling, Crouching, and /or Crawling:**

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

**Daily Amounts**

- 0-5x     
  5-20x     
  20-50x     
  50+x  
 Other \_\_\_\_\_     
  Not essential to job function

**5. Reaching, Handling, Fingering, and/or Feeling:**

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 the hands.

**Daily Amounts**

- 0-5x     
  5-20x     
  20-50x     
  50+x  
 Other \_\_\_\_\_     
  Not essential to job function

**6. Seeing: To perceive or comprehend by the sense of sight.**

Essential to job function: These characteristics are necessary (Check all that apply)

- Peripheral vision
- Night vision
- Focus (distinctness or clarity)
- Color perception (discriminate between colors)
- Depth perception (determine distance relationship between objects)

**VII. Driving: The ability to transfer or convey in a vehicle.**

<b>Transmission</b>	<b>Standard</b>	<b>Automatic</b>	<b>Multi-Gears</b>
Car	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other (list) _____			