

RESOLUTION No. 17-04-10

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, REVISING THE TOWN UNIFORM CLASSIFICATION SYSTEM TO AMEND THE JOB DESCRIPTION FOR THE POSITION OF LIBRARIAN I; PROVIDING FOR THE PUBLICATION OF AN UPDATED UNIFORM CLASSIFICATION SYSTEM; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Lake Park is a duly constituted municipality organized and existing under the laws of the State of Florida and Chapter 166, Fla. Stat; and

WHEREAS, the Uniform Classification System is based upon similarity of duties performed and responsibilities assumed, so that the same qualifications are reasonably required for the same schedule of pay, and are equally applied to all positions in the same class; and

WHEREAS, it is necessary to provide an updated listing of certain current titles and classifications within the Town service,

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, AS FOLLOWS:

Section 1. The foregoing recitals are hereby incorporated as if fully set forth herein.

Section 2. The Uniform Classification System is revised to amend the job description for the position of Librarian I. A copy of the job description for this position is attached hereto as Exhibit A.

Section 3. This Resolution shall become effective immediately upon adoption.

LIBRARIAN I

JOB CODE: 310
DEPARTMENT: LAKE PARK PUBLIC LIBRARY

CHARACTERISTICS OF THE CLASS:

Under the direct supervision of the Library Director, the primary responsibility of this position will be the supervision of customer service in the Library's circulation desk area, providing basic information about Library materials as well as providing reference services to the public and Town employees and performing all aspects of cataloging duties. Responsible for the Circulation Desk and activities in support of all Library services. Work is performed independently as well as under immediate supervision and within specific limits of prescribed procedures and/or defined instructions. Performs other work as requested. This is an exempt position.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the Librarian I position.

1. Provides a variety of professional library services to the general public.
2. Provides customer service by answering reference inquiries, assisting patrons with research, assisting with the operation of computers and equipment, and recommending reading material using print, non-print and electronic resources.
3. Provides instructions and assistance in the use of all reference equipment and material.
4. Advises adults and children on book selections.
5. Provides readers' advisory services.
6. Assists with cataloging and collection development as directed.
7. Takes part in book ordering; stays informed of newly published books by mean of professional journals, reviews and other sources.
8. Recommends purchase of books.
9. Plans book displays and other exhibits.
10. Meets with schools and community organizations to stimulate use of Library services and conducts other public relation activities.

11. Conducts and plans story times and works with daycare providers and schools and assists in teen programming and markets all Library programs and services.
12. Prepares and maintains reports and statistical data, and participates in State Aid on-line reporting.
13. Performs special projects as directed.
14. Supervises circulation desk and youth programs.
15. Conducts training sessions for the public.
16. Stays abreast of current technology as related to library services.
17. Participates in team decision-making, staff development, and training.
18. Assumes responsibility for Library operations in the absence of the Library Director.
19. Follows established opening and closing routines pursuant to established Library procedures.
20. Performs other duties as assigned or directed.

KNOWLEDGE SKILLS & ABILITIES:

- Ability to follow oral and written instructions
- Ability to read, speak, write and understand the standard English language
- Ability to communicate effectively with a diverse population
- Ability to complete projects with accuracy
- Ability to establish and maintain effective and positive working relationships with Library patrons, associates and other Town staff
- Ability to manage several projects at once and adapt to changing needs and to work with frequent interruptions and maximum flexibility
- Ability to identify problems, collect data, establish facts, and draw valid conclusions
- Ability to interpret a variety of information and understand and synthesize several abstract and complex variables
- Ability to read, analyze, and interpret documents
- Ability to respond effectively to inquiries or complaints orally and in writing
- Ability to make effective presentations to management, public groups, and/or boards of directors
- Ability to resolve conflicts
- Ability to maintain confidentiality
- Ability to work a varied work schedule

MINIMUM REQUIREMENTS:

1. Training and Experience:

Masters Degree in Library and/or Information Science from a college or university program accredited by the American Library Association (ALA) and related experience .. Advanced computer and Internet skills, proficiency in the operation of modern office equipment and proficiency in Microsoft Office Suite components.

2. Physical Requirements:

Work is performed in a library environment. Heavy lifting (50 pounds), push/pull of 100 pound carts, constant standing, walking, extensive close work, and extensive PC monitor work are required. Dexterity in the use of fingers, limbs or body in the use of office equipment is also required,

3. Environmental Requirements:

Work is performed without exposure to adverse environmental conditions, e.g., dirt, cold, rain fumes, etc.

4. Sensory Requirements:

Work requires color and form perception and discrimination.

5. Blood Borne Pathogens:

Category II – Minimal to No Risk of Exposure

It is the policy of the Town of Lake Park to prohibit discrimination on the basis of race, color, religion, gender, national origin, age, political affiliation, physical or mental disability (where the disabled persons are able to perform the work they are seeking with reasonable accommodation), marital status, familial status, or sexual orientation, or any other form of unlawful discrimination, except when such condition is a bona fide occupational qualification. Such employment practices include, but are not limited to, the recruitment, hiring, compensation, assignment, training, promotion, demotion, discipline or dismissal of employees.

The foregoing Resolution was offered by Commissioner Rumsey who moved its adoption. The motion was seconded by Commissioner Longtin and upon being put to a roll call vote, the vote was as follows:

	AYE	NAY
MAYOR DESCA DUBOIS	<u>/</u>	—
VICE-MAYOR PATRICIA OSTERMAN	<u>/</u>	—
COMMISSIONER STEVEN HOCKMAN	<u>/</u>	—
COMMISSIONER JEANINE LONGTIN	<u>/</u>	—
COMMISSIONER KENDALL RUMSEY	<u>/</u>	—

The Town Commission thereupon declared the foregoing Resolution NO. 17-04-10 duly passed and adopted this 21 day of April, 2010.

TOWN OF LAKE PARK, FLORIDA

BY: Desca Dubois
DESCA DUBOIS
MAYOR

ATTEST:

Vivian M. Lemley
VIVIAN M. LEMLEY
TOWN CLERK

TOWN OF LAKE PARK
TOWN SEAL
SEAL

FLORIDA

Approved as to form and legal
sufficiency:

BY: Thomas J. Baird
THOMAS J. BAIRD
TOWN ATTORNEY