



Librarian I – Public Services #01948

City of Virginia Beach – Job Description

Date of Last Revision: November 25, 2025

FLSA Status: Exempt

Pay Plan: Administrative

Grade: 08

City of Virginia Beach Organizational Mission and Values

The City of Virginia Beach exists to enhance the economic, educational, social, and physical quality of the community and provide sustainable municipal services which are valued by its citizens.

The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

Class Summary

Provides advanced library services to internal and external customers; promote the library's collection and services through instruction, tours, displays, programs, and other activities; duties may be added to ensure the day-to-day workflow and service delivery in the public library.

Representative Work Functions and Responsibilities

- Promotes library services and programs that provide customers with a variety of opportunities to enhance their library visit.
- Utilize complex search strategies using the library automated system and other electronic resources to retrieve needed materials or information; conducts in-depth

research using print, non-print, and electronic resources to satisfy the information needs of customers of all ages and reading skills.

- Maintain an up-to-date awareness of popular authors, materials and culture, current events and trends to recognize and respond to customers information needs; seek out current knowledge of new technologies and resources in the library and publishing fields through reading professional journals, participation in professional organizations or continuing education activities to anticipate and meet customer needs.
- Instructs customers in the use of the library catalog, print and non-print materials, and electronic resources and equipment; and applies effective reference interviewing techniques and search strategies to assist customers with technology-related issues and questions.
- Aid with selecting and evaluating materials to maintain a collection designed to meet the needs of the intended audience, including conservation and preservation.
- Tracks and collects data to measure services, program and/or collections.
- Maintains records and performs research to prepare reports.
- Be capable of preparing and conducting library tours including information literacy classes and story times, and tours for school groups, community organizations and the general public to promote the library's collection and services; and create and/or conduct special programs to promote the library's collection and services.
- Collaborate, prepare, present, and evaluate group training classes on library resources and technology to library and city staff, customers, school groups, and community groups.
- Recommend age-appropriate library programs that are of interest to the community, planned collaboratively, aligned with strategic programming priorities, and developed using sound instructional design principles.
- Help plan and create library displays to increase internal and external customer awareness of the library's collection, community resources, or other salient information; and create booklists, bibliographies, and research aids to assist customers and increase internal and external customer awareness of the library's collection.
- Permitted to oversee the library branch and staff as needed.
- Performs other job duties requiring skills, knowledge and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on the current workloads and department needs.

Performance Standards

- Uses independent judgment, insight, and principles of professional library practice to analyze and identify the various needs of internal and external customers.

- Demonstrates effective working relationships with colleagues, City and Library management, internal and external customers.
- Evaluates materials and makes appropriate recommendations for the removal or addition of materials to the collection.
- Correctly and efficiently instructs customers in the use of library resources and equipment.
- Develops quality services and programs to educate internal and external customers.
- Maintains an awareness of current trends, popular materials, and new technologies.

Minimum Qualifications

- Must be able to obtain a Master's Degree in Library and Information Science (MLIS) from an American Library Association accredited college or university which provides the required knowledge, skills, and abilities for the position within 12 months of hire date.
- Failure to obtain an MLIS within 12 months will result in a demotion to the next vacancy where the employee is minimally qualified.

Special Requirements

- All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.
- Must be able to work rotating shifts (days/evenings) including weekends and holidays and be available to work overtime when required to meet operational needs.
- Positions within this class have been designated as Alpha I positions requiring employees to work during inclement weather, regardless of the City's operational status.

Working Conditions

Working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title. A more detailed description will be made available at the position (PCN) level both internally and externally with all posted open positions.

NOTE: Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified

applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City's business.

DISCLAIMER:

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.