

CLASSIFICATION ADDENDUM

Job Title: Librarian

Classification Specification: Management Analyst

Barg Unit: OPE

Pay Grade: C41-C43

*This classification **addendum** further clarifies job specific duties and requirements of a job within a particular classification. Note: The classification specification document is to be referenced and this document utilized as the addendum (supplement). It is intended to provide additional information, where needed, and is not intended to provide an exhaustive list of duties and responsibilities; specific position assignments will vary depending on business needs.*

Essential Characteristics and Duties Addendum

The Librarian performs professional library services for an assigned division. Provides professional reference service, reader's advisory, and general patron assistance on public service desk; participates in, and supports the development of the assigned Division by helping to plan and implement goals for the Division; prepares and coordinates portions of the division budget; contributes to collection development via selection, acquisition, and cataloguing of materials/resources; prepares bibliographies, booklists, and program guides; oversees and maintains the bibliographic database and authority files; organizes and maintains book and non-book collections of assigned division; develops and leads story hours and other programs; completes book reviews; provides training; coordinates with schools and other community agencies; may represent the library on committees, and at program and community functions. May provide lead to assigned staff. Performs related duties as assigned.

Qualifications Addendum

An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.

Training & Experience:

- In the field of library/information science, that includes professional level library experience. A Master's level library science degree is not required, but may be required if candidates do not have minimum journey level experience.

Licensing Requirements:

- N/A

Knowledge:

- Principles and practices of professional library work; including library ethics;
- Cataloging, classifying and processing library materials, and collection organizing techniques;
- Library operations, methods, and policies; basic reference interviewing techniques.

Skills: *(Demonstrated skill in performing the following)*

- Preparing and monitoring budgets.

Qualification For Grade Progression:

C41 – Contributing

C42 - Journey

C43 - Advanced/Lead Level

Physical Requirements Addendum

Light Work as defined in the classification specification. Further definition of the physical requirements of the position can be found in a job task analysis.

Addendum History

Created: 2012.01



MANAGEMENT ANALYST

Classification Specification

City of Springfield, Oregon

A classification specification defines the general character and scope of responsibilities of all positions within a job classification. This description does not list every duty for a given position; specific position assignments will vary depending on business needs.

General Information

Classification Title	Management Analyst
Classification Code:	MGTANL
Effective Date:	7/1/2011
Pay Grade:	C41-C43
FLSA Status:	Exempt

Classification Summary

The Management Analyst is a broad professional classification that encompasses incumbents engaged in a wide range of analytical, research, budget management, and program management activities. Responsibilities may vary in accordance with assigned area of responsibility, but will generally include; researching and analyzing management support issues and trends and developing analytical models; making policy recommendations related to budget and financial matters; maintaining related systems and reporting; managing grant-funded programs including all necessary reporting requirements and planning & implementing public information & education programs.

Following are descriptions of the competency levels:

Contributing –Knows fundamental concepts, practices and procedures of assigned field; work is generally routine and instructions are generally detailed; little evaluation, originality or ingenuity is required.

Journey Level –Knows and applies fundamental concepts, practices and procedures of a particular field of specialization; performs work that is varied and may be somewhat difficult in nature; moderate levels of evaluation, originality or ingenuity is required.

Advanced Level –Possesses and applies a broad knowledge of principles, practices and procedures of a particular field to the completion of difficult assignments; assignments are broad in nature, generally requiring a high level of ingenuity and originality; has appreciable latitude for un-reviewed actions and/or decisions. May have lead or supervisory responsibility.

Distinguishing Characteristics

- Management Analysts make process decisions and decide how to best achieve the objectives, standards or guidelines established at higher levels.
- May include supervision of lower level support staff or lead responsibilities.

Essential Duties

The duties listed below are a typical sample; position assignments may vary.

1	Performs project and policy analysis, which includes: conducting research; determining and raising pertinent issues; summarizing findings; presenting results; making recommendations.
2	Manages special studies and projects, which includes: publicizing projects; monitoring budget; establishing and monitoring timelines; ensuring compliance with applicable regulations, specifications, and/or requirements; preparing related reports; and performing other related duties.
3	Maintains necessary records; reporting requirements; and/or systems relevant assigned area of responsibility.
4	Prepares a variety of reports summarizing project, study, and program data; analyzes related data and makes recommendations based on findings.
5	Assists in developing and maintaining strategic planning processes aligned with organizational goals and initiatives; coordinates departmental efforts related to assigned area of responsibility.
6	Plans and implements public information and/or education programs.
7	Ensures compliance with applicable Federal, State, and Local laws, rules, regulations, and policies.
8	May supervise or provide lead to lower level support staff.
9	Actively supports an inclusive and respectful work environment.
10	Performs other duties of a similar nature or level.

Qualifications

An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.

Training & Experience:

Bachelors Degree in a related field; and sufficient experience as necessitated by the competency level of the position.

- Contributing Level: 0-2 years of relevant professional experience
- Journey Level: 2-5 years of progressively responsible relevant professional experience
- Advanced/Lead Level: 5-8 years of progressively responsible relevant professional experience. Specialized knowledge specific to area of assignment may be required.

Degree and Licensing and/or Certification Requirements:

- Based upon area of assignment, a Master's Degree may be required if candidate does not have minimum journey level experience.
- Valid Oregon drivers license at time of appointment, depending on area of assignment.

Knowledge Required:

- Principles, practices, administration of local government relevant to assigned area;
- Performing assigned duties in a safe manner;
- Computer applications and other systems related to assigned area;
- Research, analysis, and statistical methods;
- Public relations principles;
- Modern office methods and practices;
- Data gathering and report writing techniques;
- Project management principles;
- Business, management, and budgeting principles involved in strategic planning and resource allocation;
- Applicable Federal, State, and local laws, rules, regulations, codes, and/or statutes;
- Inclusive and respectful work place practices.

Qualifications

Skills Required: *(Demonstrated skill in performing the following)*

- Demonstrating commitment to maintaining a respectful and inclusive work environment;
- Performing assigned duties in a safe manner;
- Managing projects; assigning and monitoring the work of others, as required;
- Analyzing complex information and systems evaluation;
- Conducting research; preparing reports;
- Developing, evaluating, recommending, and implementing processes and procedures;
- Interpreting and applying applicable laws, rules, regulations, standards, and guidelines;
- Demonstrating use of discretion and independent judgment;
- Using computers and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, management, the general public, etc. sufficient to exchange or convey information and to receive work direction;
- Working effectively with clients, co-workers, employees and supervisors from diverse backgrounds.

Physical Requirements

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Incumbents may be subject to travel.

Classification History

2009.06 – Draft prepared by Fox Lawson & Associates, LLC (CC)

2010.11 – Revisions by HR

2011.07 – Adopted