

ORDINANCE NO. 43914

AN ORDINANCE to amend Section 23 - 177 of the Omaha Municipal Code concerning employment classifications by adding the employment classification entitled Associate Library Specialist with an hourly pay range of \$16.88 to \$22.33; to repeal Section 23 - 177 as heretofore existing; and to provide the effective date hereof.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF OMAHA:

Section 1. Due to the length of the affected Ordinance, Omaha City Council Rule VII(B) requiring amending ordinances to recite the entire section is hereby waived solely for the purposes of this Ordinance and only the lined out material to be deleted and the underlined material to be added shall be recited herein.

Section 2. That part E. Classifications – Civilian Bargaining Unit, subpart Clerical (00) of Section 23 - 177 of the Omaha Municipal Code is hereby amended by adding the classification entitled Associate Library Specialist, Code Number 5090, with the salary range of \$16.88 to \$22.33, as follows:

<u>Code No.</u>	<u>Class Title</u>	<u>Pay Range</u>
<u>5090</u>	<u>Associate Library Specialist</u>	<u>\$16.88 to \$22.33</u>

Section 3. Section 23 - 177 of the Omaha Municipal Code, as heretofore existing is hereby repealed.

Section 4. This Ordinance, being legislative in character, and in accordance with Section 2.12 of the Home Rule Charter of the City of Omaha, shall be in full force and take effect fifteen (15) days following the date of its passage.

INTRODUCED BY COUNCILMEMBER



APPROVED BY:

 8/1/24
MAYOR OF THE CITY OF OMAHA DATE

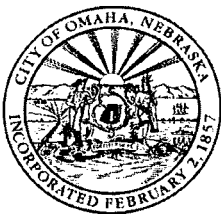
PASSED JUL 30 2024 7-0

ATTEST:

 8/1/24
CITY CLERK OF THE CITY OF OMAHA DATE

APPROVED AS TO FORM:

 7/2/24
DEPUTY CITY ATTORNEY DATE



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: ASSOCIATE LIBRARY SPECIALIST

BARGAINING UNIT: CIV BARGAINING

CODE NUMBER: 5090

PAY RANGE CODE: 5090

REVISION DATE:

NATURE OF WORK:

This is an entry-level paraprofessional library work performing library duties and providing customer service. The employee in this position works as part of a team with guidance from a supervisor.

ESSENTIAL FUNCTIONS: *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions)*

Supports the overall mission of the Library by providing customer service in a manner that creates a positive experience both internally and externally.

Creates new patron accounts and assists patrons with account questions and issues.

Takes and processes payments, and may prepare monies for deposit.

Checks materials in and out, manages holds, retrieves and loads items into the Automated Storage Retrieval System, and prepares and processes materials transiting to and from other library locations.

Collects and checks in book drops, sorts materials for shelving, and shelves library materials.

Searches for claim returned items, patron requests, trace/transit lists, request pull lists, and items identified for weeding.

Assists with collection maintenance, which includes shifting materials, shelf reading, and cataloging periodicals.

Answers patrons' reference questions in person, over the telephone, and online by searching online catalogs, subscription databases, internet resources, and print materials.

Assists library patrons in the use of the library's online and printed resources, library services, and library technology equipment.

Performs front-line computer troubleshooting, such as helping customers with printer jams, printer selection, software functions, and free e-mail services, and reports problems to technology services if needed.

Helps maintain a welcoming environment by cleaning, picking up trash, removing snow, and spreading grit/salt when necessary.

Assists with setup and cleanup for programs and events.

Advises readers by recommending authors, titles, and topics of interest.

Under supervision, creates and maintains materials displays and assists in the coordination of displays to ensure community appeal.

Helps with material issues by mending and repairing items, cleaning disks/cases, and recovering items.

Labels, covers, and stamps new materials.

Packages, meters, and sends items by postal mail and/or UPS.

Keeps informed of developing library practices and issues.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of, and ability to operate, computers and other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Ability to learn standard library principles, procedures, services, and materials.

Ability to learn library reference and resource tools.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to view printed text on book bindings to retrieve library materials.

Ability to use tact and diplomacy when interacting with difficult patrons.

Ability to maintain patron confidentiality.

Ability to use and explain the functions of library tools and facilities.

Ability to communicate both verbally and in writing.

Ability to establish and maintain effective working relationships with fellow employees and the general public.

Ability to understand oral or written instructions.

Ability to adhere to safety policies, procedures, and guidelines.

Ability to stand, walk, and bend from 76 to 100% of the time; reach, stoop, squat, crouch, and push from 51 to 75% of the time; and to climb, balance, kneel, crawl, pull, and sit up to 50% of the time.

Ability to use up to fifty (50) pounds of force up to 33% of the time, up to twenty (20) pounds from 34 to 66% of the time, and up to ten (10) pounds of force from 67 to 100% of the time to move objects.

EDUCATION AND EXPERIENCE: *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

High School Diploma or Graduate Equivalent Degree (GED)

AND

One (1) year of customer service experience.

SPECIAL QUALIFICATIONS

Must register for Nebraska Public Librarian Certification through the Nebraska Library Commission within 30 days of the hiring date. Must complete necessary continuing education requirements to keep certification current while employed by the Omaha Public Library.

Must be able to transport oneself or coordinate transportation to worksites throughout the City during the course of the workday.

Must be able to work flexible schedules that include evenings and weekends.

Fluency in other languages preferred.

WORKING CONDITIONS: *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job.)*

Work is performed amid normal conditions of humidity, odors, and dust. Work may involve working to resolve complaints and issues with challenging library patrons. Work also involves retrieving library materials stored on shelves as low as six inches above the floor and as high as seven feet. At times an incumbent in this classification may be required to work in confined spaces in conditions of abnormal levels of humidity, odors, dust, and temperature.

EQUIPMENT OPERATION: *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Computer
Facsimile Machine
Credit/Debit Card Machine
Automated Storage Retrieval System
Automated Material Handling System

Copier
Digital Camera
Calculator
Scanner

Telephone
Cash Register
Mobile Devices
Pick-up Lockers
Printer

5090 Associate Library Specialist

	A	B	C	D	E	F	G	H	I	J	K
2024	\$ 35,110.40	\$ 36,254.40	\$ 37,398.40	\$ 38,542.40	\$ 39,686.40	\$ 40,830.40	\$ 41,974.40	\$ 43,118.40	\$ 44,262.40	\$ 45,406.40	\$ 46,446.40
	\$ 16.88	\$ 17.43	\$ 17.98	\$ 18.53	\$ 19.08	\$ 19.63	\$ 20.18	\$ 20.73	\$ 21.28	\$ 21.83	\$ 22.33
2025	\$ 35,817.60	\$ 36,982.40	\$ 38,147.20	\$ 39,312.00	\$ 40,476.80	\$ 41,641.60	\$ 42,806.40	\$ 43,971.20	\$ 45,156.80	\$ 46,321.60	\$ 47,382.40
	\$ 17.22	\$ 17.77	\$ 18.32	\$ 18.87	\$ 19.42	\$ 19.97	\$ 20.52	\$ 21.07	\$ 21.62	\$ 22.17	\$ 22.78