

**PHYSICAL & MENTAL REQUIREMENTS/WORKING CONDITIONS**  
**City of Virginia Beach, VA**

Job Title:	Librarian I	Position Number(PCN):	B.006169.2
Div./Office:	LIB 034 Kempsville	Approver's Name	
Date of Last Update:	September 19, 2025	Approver's Title	

<b>Fields to the right (Y/N): The position's status AND if the background check must be passed by the incumbent</b>	Safety Sensitive:	No	Child Protective Services (CPS) Background:	No	VCIN Background:	No
	CJS Certification:	No	PREA Certification:	No	Subject to Barrier Crime Provisions:	No

**REQUIREMENTS**

FREQUENCY: Seldom = Infrequent, < 5%; Occasional = 5% to 25% of time on job; Frequent = 25% to 75% of time on job; Constant = Over 75% of time on job.  
 Typical DURATION: Short = < 1 hr per occurrence; Moderate = 1-2 hrs per occurrence; Substantial = 2-6 hrs per occurrence; Long = > 6 hrs per occurrence.

Physical Demands				Working Conditions			
Element	Condition/Level/Value	Frequency	Duration	Element	Condition/Level/Value	Frequency	Duration
<b>Standing</b>		Occasional	Moderate	<b>Working Outside:</b>	in all weather conditions	Occasional	Short
<b>Walking</b>		Occasional	Short	<b>Working Alone:</b>	out of communication w/others	N/A	N/A
<b>Sitting</b>		Frequent	Substantial	<b>Extreme Temperatures</b>	At/above 90 degrees	Seldom	Short
<b>Reaching</b>	Shoulder level or higher	Seldom	Short	<b>Extreme Wetness</b>		N/A	N/A
<b>Lifting</b>	Up to 25 lbs.	Occasional	Short	<b>Extreme Dryness</b>		N/A	N/A
<b>Carrying</b>	<b>Weight:</b> Up to 25 lbs. <b>Distance:</b> Up to 10 ft.	Occasional Seldom	Short Short	<b>Exposure to Traffic</b>		N/A	N/A
<b>Pushing</b>	<b>Estimated weight-resistance equivalency</b> Up to 50 lbs.	Seldom	Short	<b>Congested Area/Workspace</b>		N/A	N/A
<b>Pulling</b>	<b>Estimated weight-resistance equivalency</b> Up to 50 lbs.	Seldom	Short	<b>Confined Space-</b>	Permit REQUIRED	N/A	N/A
<b>Working Overhead</b>	N/A	N/A	N/A	<b>Working Below Ground</b>		N/A	N/A
<b>Climbing Stairs</b>		Frequent	Short	<b>Working at Heights (ft.)</b>	N/A	N/A	N/A
<b>Climbing Ladders</b>		N/A	N/A	<b>Noise Level:</b>	> 85 decibels TWA for 8 hrs.	N/A	N/A
<b>Balancing</b>		N/A	N/A	<b>Vibrations</b>		N/A	N/A
<b>Stooping</b>		Seldom	Short	<b>Body area(s):</b>	Ex- Trunk, shoulders, arms, and hands.		
<b>Kneeling/Squatting</b>		Seldom	Short	<b>Dust / Dirt / Particulate</b>		N/A	N/A
<b>Bending</b>		Seldom	Short	<b>Radiation</b>		N/A	N/A
<b>Crawling</b>		Seldom	Short	<b>Silica/Fiberglass</b>		N/A	N/A
<b>Explosive Strength:</b>	Short bursts of muscle force to propel oneself.	N/A	N/A	<b>Asbestos</b>		N/A	N/A
<b>Trunk Strength:</b>	Use of abdominal and lower back muscles.	N/A	N/A	<b>Aerosols &amp; Gases</b>	N/A	N/A	N/A
<b>Dynamic Strength:</b>	Use of muscle force repeatedly or continuously & resistant to fatigue.	N/A	N/A	<b>Hazardous Materials /Chemicals</b>		N/A	undefined
<b>Repetitive Limb Movement</b>	Fingers/Wrist	Frequent	Substantial	<b>Petroleum Products</b>	N/A	N/A	N/A
<b>Dexterity</b>	Use of computer keyboard	Frequent	Substantial	<b>Electrical Hazard</b>		N/A	N/A
<b>Repetitive Twisting</b>	N/A	N/A	N/A	<b>Fire Hazard</b>		N/A	N/A
<b>Awkward Positions &amp; Motions</b>	N/A	N/A	N/A	<b>Infectious Diseases Exposure</b>	N/A	N/A	N/A
				<b>Type(s):</b>	Ex- Repair sewer pipes; empty residence trash cans.		
				<b>Symbols:</b>	< equal to or less than	< less than	
					> equal to or greater than	> greater than	

Sensory Demands				Working Conditions (cont.)			
Element	Condition/Level/Value	Frequency	Duration	Element	Condition/Level/Value	Frequency	Duration
Vision	20/40 w/correction	Constant	Long	Hazardous Surfaces	N/A	N/A	N/A
Hearing	Conversational level	Constant	Long	Other Hazards	N/A	N/A	N/A
Smell	N/A	N/A	N/A				
Touch	N/A	N/A	N/A	Hours Worked	More than 40 hours/week	Occasional	
					More than 8 hours/day	Occasional	
Voice	Speaks to groups	Frequent	Moderate	Telework Eligible	N/A	N/A	
					No		
Personal Protective Equipment (PPE)				Equipment Operation & Use			
Category	Type	Frequency	Duration	Category	Type	Frequency	Duration
Eye and Face Protection	N/A	N/A	N/A	Motor Vehicles	Sedan/Pickup/Van	Occasional	Moderate
				Heavy Equipment	N/A	N/A	N/A
Respiration Protection	N/A	N/A	N/A				
Hearing Protection	N/A	N/A	N/A	Other Equipment or Machinery	N/A	N/A	N/A
Head Protection	N/A	N/A	N/A				
				Hand-Held Power Tools	N/A	N/A	N/A
Hand Protection	N/A	N/A	N/A				
Foot Protection	N/A	N/A	N/A	Hand Tools and Instruments	N/A	N/A	N/A
Body, Arm, and Leg Protection	N/A	N/A	N/A	Office Machines & Equipment	Computer	Frequent	Substantial
					Printer/Copier/Fax	Occasional	Short
Operator License				Commercial Driver's License			
NOTE: If CDL is required, show CDL Class in element to right.	Type			VA DMV requires: 20/40 in each eye w/o telescopic lens & ≥140° horizontal vision.	N/A		
	Standard Driver's License						
Other physical or sensory demands, working conditions, equipment, hazards, PPE, etc., not indicated above:							

## Mental Requirements

**Evaluate based on the level of complexity [least to most] inherent in the job using the examples provided; then select the number from the drop-down list that matches the column which best represents the mental demand required in each element.**

<b>1 Comprehend Verbal Communication - Understand information and directions which are provided verbally</b>
Job requires the ability to understand and follow: Complex information where the listener must analyze the information presented, discern the key facts vs. opinions, and make a determination on appropriate recommendation or action.
<b>2 Communicate Orally - Verbally express thoughts and directions</b>
Job requires: Explaining and interpreting specialized, and sometimes sensitive, information to co-workers, customers, citizen groups or higher officials.
<b>3 Comprehend and Follow Written Material or Instructions - Understand written material, interpret appropriately, and adhere to the procedures stated.</b>
Job requires ability to comprehend: Detailed written material such as analytical, statistical, or status reports where information will be interpreted and applied to course of action.
<b>4 Written Communication Skills - Express thoughts and directions in writing</b>
Job requires: Written explanation and interpretation of specialized information to other City agencies, customers, higher officials and authorities.
<b>5 Maintain an Appropriate Work Pace - The flow or rate of incoming work assignments and the expectations for completion of tasks</b>
Job requires ability to adhere to work schedule: In moderately paced environment with some unexpected assignments.
<b>6 Perform Complex or Varied Tasks - The variety of tasks and assignments and the level of complexity of those tasks/assignments</b>
Job requires ability to perform: A variety of tasks at the specialist or leader level.
<b>7 Interact and Relate to Peers, Co-Workers, or the Public - The nature and level of interaction with others required of the job</b>
Job requires interaction: With a variety of individuals or groups outside the immediate unit/agency to collaborate on issues or projects.
<b>8 Decision Making &amp; Reasoning Ability - The extent to which the job requires logic to analyze information, draw conclusions/ generalizations, and make decisions based on facts</b>
Job requires: Considerable reasoning and decision making. Issues and/or data are interpreted and evaluated, alternatives are evaluated, and recommendations are made for resolution of issues.
<b>9 Memory and Recall - The body of stored knowledge required and the retrieval of that information to accomplish duties</b>
Job requires the ability to: Remember information from broad bodies of knowledge (engineering, psychology, biology, law, etc.) and apply it to projects and assignments.
<b>10 Flexibility and Adaptability - The extent to which one must adjust to changing circumstances and expectations, take on new challenges on short notice, and/or deal successfully with changing priorities and workloads</b>
Job requires flexibility and willingness: To adjust to non-typical conditions or situations where a new or different process/procedure must be utilized to accomplish work.
<b>11 Attention Span - Sustained attention or the time spent continuously on task without becoming distracted to successfully perform duties</b>
Job tasks are: Varied, substantially long, and require considerable focus. Lapses may result in operational or production delays.
<b>12 Attention to Detail - Thoroughness and accuracy are required to accomplish tasks</b>
Job tasks: Involve investigation, inspection, auditing, or observation. Inattention to detail could result in confusion and delays.
<b>13 Reaction Time - Describes work that requires an immediate response or decision</b>
Job requires the ability to: Provide an immediate response/decision to situations outside of normal daily operations, procedures or processes. Delays occur if response is not timely.
<b>14 Direct, Control, and Plan the Work of Others - Determine the time, place and sequence of work procedures, operations, and actions. Establish goals and objectives, motivate, and promote cooperation and teamwork in the work group</b>
Job requires: No supervision or management of staff.
<b>15 Influence Others - Obtain cooperation from others to accomplish tasks and objectives</b>
Job requires: Obtaining support and cooperation from citizens and outside groups to accomplish objectives.
<b>16 Stress Tolerance - Ability to perform duties without anxiety when faced with difficulties. Having positive stress tolerance is being able to stay calm in situations of heavy workload, tight deadlines, and/or difficult customers</b>
Job requires the ability to: Tolerate typical work stressors such as deadlines or conflict and maintain composure.