

Spokane County Library District

CLASSIFICATION: E14**POSITION TITLE:**

Lead Librarian

GENERAL PURPOSE:

Coordinates all information service provision in an administrative region.

POSITION SUMMARY:

Under the supervision of the Adult Services Manager, coordinates day-to-day information services operations in an administrative region. Assists Adult Services Manager and Youth Services Manager in developing, implementing, and promoting programs and services. Hires, trains, supervises, schedules and evaluates para-professional information services staff. Directs all the collection maintenance tasks at a resource library. Provides reference and readers' advising. Responsible for a resource library in the absence of managerial staff.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

Coordinates day-to-day information services operations in an administrative region under the supervision of the Adult Services Manager. Develops routine information services staff schedules and independently responds to staffing needs due to unexpected absences. Collaborates with Circulation supervisors with regard to scheduling.

Assists Adult Services Manager and Youth Services managers in developing, implementing and promoting programs and services.

Establishes and maintains contact with identified community organizations and facilities as part of community-based outreach service. Serves as the contact for all day-to-day operations related to adult and youth facility visits in an administrative region. Represents the District to identified community organizations and audiences.

Interviews, hires, trains, supervises and evaluates para-professional information services staff. Provides effective direction to assigned staff to ensure customer service needs are met in a timely and efficient manner. Coordinates with the appropriate supervisor for scheduling and task completion.

Directs all the collection development and maintenance tasks at a resource library, involving all formats of library materials including the "virtual collection" of resources on the website. Compiles and annotates lists of titles for print and web booklists.

Provides direct customer service for reference and readers' advising. Assists customers in finding information and using it effectively. Instructs customers in the use of library equipment, resources and services. Conducts reference interviews to ensure that information is age appropriate and meets customer needs. Works responsibly and decisively with other information services staff to ensure high quality reference and readers' advising services; provides leadership and role-modeling for para-professional staff.

Addresses customer comments and complaints; enforces Rules of Customer Conduct and responds to emergencies in situations that may be stressful or unpleasant.

Serves as the person-in-charge at a resource library in the absence of other regional managerial staff.

Attends work on a regular and dependable basis.

Hears, sees, speaks and listens to individuals in order to successfully interact with staff and the public.

Performs repetitive motion using arms and wrists and knees, work involves bending, stooping and lifting up to 40 pounds of materials and standing for long periods of time as necessary.

Reads materials in print or electronic format.

Interacts in a professional and respectful manner with District staff and the public.

OTHER JOB FUNCTIONS:

Performs other tasks as assigned.

SELECTION FACTORS:

(Candidates selected for employment must satisfactorily demonstrate possession of these factors during a prescribed trial period, and afterwards, for continued employment.)

Knowledge of:

- Principles and practices of quality customer service;
- Principles of organizational development and leadership management;
- Library resources, programs, and services in a public library;
- Fundamental principles and practices of collection development, readers' advising, reference materials and programming for adults/youth;
- Principles of intellectual freedom and open access;
- Computer systems and associated software, integrated library systems, the Internet and web resources;
- Literature with an adult and youth focus;
- Principles and practices of supervision.

Ability to:

- Provide quality customer service;
- Demonstrate leadership qualities;
- Communicate effectively both orally and in writing;
- Work effectively with co-workers and other District staff members in a cooperative and respectful manner;
- Organize, implement, evaluate, and modify programs of library services;
- Find and use resources to provide requested information;
- Use computer systems, monitor, keyboard and mouse and various software programs; create, modify and use web resources;
- Use initiative, problem solving skills and judgment;
- Manage detail, recognize and set priorities, meet deadlines, work accurately and maintain confidentiality;
- Make effective presentations to schools, civic and community groups;
- Read materials in print and electronic format;
- Lift office supplies, books, and other materials, weighing up to 40 pounds;
- Transport oneself to other locations to perform work, and/or attend work-related meetings, workshops or conferences.

MINIMUM QUALIFICATIONS:

Persons applying to a position of this class should have:

M.L.S. or equivalent and the Professional Librarian's Certificate issued by the Washington State Library (or its predecessor) as required by RCW 27.04.055, which must be presented by the date of appointment.

Three years recent professional library experience with at least two years experience in program and service planning, development, and execution, and two years supervisory experience. Public Library experience preferred. Working knowledge of personal computers and experience using word processing, spreadsheet, or database software; ILS experience preferred. Working knowledge of creating web documents and using web

applications. Read and use English and understand numbers; OR any equivalent combination of education, training, or experience that ensures satisfactory performance of essential job functions.

Must be able to successfully pass a background check.

Valid driver's license and normal risk insurability preferred.

Should be able to get First Aid/CPR certification.

TOOLS AND EQUIPMENT USED:

Personal computer, including keyboard, mouse, computer terminal and specialized software, integrated library systems and the Internet, and other standard office equipment.

May use common off-the-shelf products to clean and process library materials and surfaces.

WORK ENVIRONMENT:

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Work is performed in an office/library environment while sitting at a desk or computer terminal for extended periods of time. Duties require use of a computer terminal, mouse, and keyboard. Duties require manual dexterity, clear speech, and visual and hearing acuity in order to successfully interact with customers and co-workers. Occasional periods of pulling/pushing items, and/or lifting/carrying items up to 40 pounds, reaching with hands and arms, stooping, bending or kneeling are encountered. Vision requirements include close vision and ability to adjust focus. Customer interactions, and/or ongoing activity levels may result in low to moderate stress. The noise level is usually moderate. May be exposed to dust, fumes and/or odors on a recurring basis. Ability to transport oneself to other locations to perform work, and/or attend work-related meetings, workshops or conferences is required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

FLSA Class: Exempt (Full-time); Salary Range: E14

New Position: 12/01/09, 07/01/11