

Spokane County Library District

CLASSIFICATION: 13

POSITION TITLE:

Librarian

GENERAL PURPOSE:

Provides professional level reference, readers' advising, programming and instruction services for library customers; performs collection development and maintenance.

POSITION SUMMARY:

Under the supervision of the Adult/Youth Services Manager, is responsible for providing professional level reference and readers' advising. Assists AS/YS managers in developing, promoting and implementing programs. Instructs customers in the use of library resources and services. Identifies customer service needs and collection needs. Performs assigned collection development and maintenance tasks. Assists with training of paraprofessional information staff. May be assigned supervisory responsibilities. Responsible for coordinating with the appropriate supervisor for scheduling and task completion. May be assigned responsibility for a resource or community library in the absence of supervisory staff.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

Responsible for direct customer service for reference and readers' advising. Assists customers in finding information and using it effectively. 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 paraprofessional staff. Instructs customers in the use of library equipment, resources and services.

Assists in developing programs; implements a variety of age appropriate programs, such as story times, computer literacy classes, and book talks for adults. Assists in the promotion of all programs.

Independently, and in conjunction with branch supervisors and other librarians, analyzes the collection, evaluates and recommends materials. Compiles and annotates lists of titles for print and web booklists. Performs assigned collection maintenance tasks for all formats of library materials including the "virtual collection" of resources on the website.

Assists with training of paraprofessional information service providers.

May be assigned supervisory responsibilities. Provides effective direction to assigned staff to assure customer service needs are being met in a timely and efficient manner; schedules assigned staff to assure optimum use of staff resources. Responsible for hiring, supervising and evaluating job performance. Coordinates with the appropriate supervisor for scheduling and task completion. (A librarian who supervises may receive an extra salary step for exercising supervisory responsibilities.)

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

May serve as the person-in-charge in the absence of other supervisory staff.

Attends work on a regular and dependable basis.

Hears, sees, speaks and listens to individuals 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.

Read 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;
- Demonstrate clear and concise writing skills;
- Demonstrate clear and concise speaking skills with individuals and groups;
- 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:

(Normally, this is an entry level position with no professional level experience required.)

Persons applying to a position of this class should have:

Recently received 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.

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 assures 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, and 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 or sanitize library materials or surfaces as necessary.

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: E13 Non-Exempt (Part-time); Salary Range: N13

Revised: 02/23/10; 03/16/11; 07/01/11