

S P O K A N E C O U N T Y L I B R A R Y D I S T R I C T

Job Title	Librarian		
Alternate Title	Community Programming Coordinator		
Reports to	Public Services Manager	May Supervise	
FLSA/WMWA Status	Eligible for overtime	Remote Work Status	May be eligible for remote work
Revision Date	March 2025	Compensation Band	MP3
Working Hours	While the District will make a good faith effort to maintain regular, predictable schedules, employees are expected to be available to work a variety of hours; working hours are subject to change and employees are scheduled according to the needs of the District which may include days, evenings, and weekends.		
Required	Background & driver license check WA State professional librarian certificate may be required		

Job Overview
Working independently with general guidance, this position develops and implements District programs, develops effective community connections, and provides readers' advising and information services to library customers.

Qualifications	
The ideal candidate will be able to build relationships at all levels, have 5 years' experience in library program development with 3 years customer service experience and training or education in adult, teen, and children's literature. Master's degree in Library and Information Science preferred.	
The District may accept an equivalent combination of education and experience in lieu of the above.	
Ability to	Analyze and use reasoning to logically solve problems and contribute to the solution of problems related to library services.
	Communicate effectively with staff and customers
	Establish and maintain positive team relationships
	Exercise interpersonal sensitivity while working effectively with individuals of diverse cultures, interpersonal styles, abilities, motivations, or backgrounds.
	Follow directions and work quickly and accurately to meet deadlines.
	Interact in a professional and respectful manner with staff and customers, demonstrating positive customer service behaviors
	Interpret, apply, and support system wide policies, procedures, and services.
	Maintain confidentiality of customer information
	Model behavior for high levels of service.
	Speak publicly in order to execute District programs and represent the District to community groups
	Travel to a variety of locations to perform work and/or attend work-related meetings and trainings.
	Use initiative, problem-solving skills, and sound judgement
	Work with and troubleshoot office machines, such as copiers
Knowledge of	Alphabetic, numeric and/or alphanumeric order
	Current trends in information literacy and the organization of information
	Dewey Decimal system of classification
	Library services and resources
	Literature with adult, teen, and youth focus
	Microsoft Office and other software applications
	Principles of intellectual freedom and open access
Proper cash handling procedures	
Other	Valid driver license and required insurance when operating a privately-owned vehicle for business purposes.

Job Duties

The duties listed are intended only as illustrations of the 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.

As part of a team, develops, implements, and provides library programs that are responsive to identified community needs and align with strategic goals and objectives; trains staff to conduct and/or implement programs.

Develops effective community connections with local civic organizations, schools, and other community groups that leverage District programs and services to meet community goals.

Works collaboratively with library staff and community partners in program development and community outreach efforts.

Enforces the Code of Conduct.

Work to resolve internal and external customer issues effectively and with a customer-first mentality; refer to other departments or staff as necessary.

In addition, this position may:

- Teach STARS classes; maintain STARS teaching certification.
- Provide direct library service to customers; perform readers' advising and information services in response to customer inquiries; assist in circulation services.
- Assist customers with material check out, use of library and personal technology devices, place & retrieve holds; sort, shelve and organize library materials.
- Prepare the library for opening & closing.
- Inspect returned materials for damage; sort and shelve library materials.
- Clean & disinfect work and public areas of the library.
- Perform seasonal tasks such as shoveling snow and spreading ice melt.

Performs other duties as needed or as directed.

Work Environment

Work is performed primarily in a library environment.

The noise level is usually low.

Work may be performed outdoors and exposure to extreme weather conditions may occur.

Physical Demands

An individual performing the duties in this position may be required to stand, walk, stoop, kneel, reach, bend, and/or crouch; lift, carry and/or grasp up to 40 pounds and/or push and/or pull objects weighing up to 200 pounds on a wheeled cart or hand truck.

Psychological Demands

Make decisions, learn new tasks, remember processes, maintain focus performing repetitive duties, communicate with customers and other staff, interact with or witness interactions with individuals who may be angry, hostile, experiencing mental and/or physical health issues.