

Position Title	Librarian		
Working Title			
FLSA Status	Exempt	Job Code	1375/1376
Salary Band	MP3	Revised	1/2019

### General Purpose

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

### Illustrative Examples of Duties and Responsibilities

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.

Within an assigned community, develops effective partnerships 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.

Provides service to customers in person, over the telephone or by email. Performs readers' advising and information services in response to customer inquiries; assists in circulation as needed.

May facilitate creation of social media content, and/or programs with community organizations, community members and staff.

Instructs customers in the use of library equipment and technology, including, but not limited to: logging in and out of public computer and printing stations, using material check-out computers and equipment, accessing library account information and paying fines and fees online, searching the library catalog and placing holds, searching online databases, using online learning tools. Assists customers in the use of tablets, e-readers, and other personal technology.

Responds to and resolves routine complaints; refers inquiries or issues to other departments or staff as appropriate.

Assists with training for library staff.

May write blogs, articles, reviews or other written pieces as assigned.

Performs other related duties as assigned.



www.sclld.org  
 Administrative Offices  
 509.893.8200  
 fax 509.893.8472

Airway Heights Library  
 509.893.8250  
 Argonne Library  
 509.893.8260

Cheney Library  
 509.893.8280  
 Deer Park Library  
 509.893.8300

Fairfield Library  
 509.893.8320  
 Medical Lake Library  
 509.893.8330

Moran Prairie Library  
 509.893.8340  
 North Spokane Library  
 509.893.8350

Otis Orchards Library  
 509.893.8390  
 Spokane Valley Library  
 509.893.8400

## Supervision

Reports to: Public Services Manager

Supervises: N/A

## Minimum Qualifications

### Required

- Master of Library & Information Science or equivalent
- Professional Librarian's Certificate issued by the Washington State Library (or its predecessor) as required by RCW 27.04.055

### Preferred

- ILS experience

The District may accept an equivalent combination of education and experience in lieu of the above requirements.

## Necessary Knowledge, Skills & Abilities

### Knowledge of

- Library resources, programs, and services.
- Principles of intellectual freedom and open access.
- Literature with adult, teen and youth focus.

### Skill in

- Use of computer systems and various software programs, including ILS.

### Ability to

- Communicate effectively in oral presentations.
- Write effectively using correct grammar, punctuation, and spelling.
- Organize, implement, evaluate, and modify programs of library services.
- Find and use resources to provide requested information.
- Consistently demonstrate quality customer service behavior(s).
- Interact in a professional and respectful manner with District staff and the public.
- Maintain confidentiality of customer information.
- Establish and maintain effective working relationships in a team environment.
- Use initiative, problem-solving skills, and sound judgment.
- Work quickly and accurately; follow directions and meet deadlines.



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## Work Environment/Physical Demands

Work is performed primarily in an office environment while sitting/standing at a desk for extended periods of time. This position requires frequent public contact. Moderate stress may be encountered due to heightened library activities or intense member interactions. The noise level is usually moderate.

An individual performing the duties in this position may be required to sit or stand for long periods of time, lift or move up to 40 pounds and/or push and/or pull objects weighing 50-100 pounds on a wheeled cart or book truck.

## Special Requirements

- Criminal background check required.
- Must have valid driver's license and required mandatory insurance when operating a privately owned vehicle for business purposes.
- Must be able to travel to other locations to perform work, and/or attend work-related meetings, workshops or conferences.

*The duties listed above 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.*

*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.*



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