

City of Oregon City

Position Description

Position: Librarian	AFSCME Union
Department/Site: Library	FLSA: Non-Exempt
Evaluated by: Library Services Manager	Salary Grade: 34

Summary

Plans and performs professional librarian duties and assignments in one or more library operations areas such as advanced reference and research, children's, teen and adult services, selection and acquisitions, information technology and emerging technologies, marketing and public relations, outreach, and collection development

Distinguishing Career Features

The Librarian is a professional position, and while responsible for any combination of services, generally specializes in an area of closely related functions where they are recognized for professional expertise. Advancement to Librarian is based on need and compliance with the stated qualifications.

Essential Duties and Responsibilities

- Contributes to a positive work environment
- Coordinates and performs professional Librarian services for the public in one or more areas that include but are not limited to reference, collections, technology, outreach, public relations and publicity, programs, and services for specific populations such as seniors, adults, children, teens, and English as a second language speakers, etc.
- Performs advanced and complex reference work and related research services; secures reference and research materials from other sources.
- Analyzes portions of the library's collections of books, periodicals, audio visual and other formats and collections in order to select, delete, repair, and replace. Analyzes collections for circulation activity and patron preferences. Gets to know community as well as possible to understand collection needs. Reviews books for purpose of making collection addition recommendations.
- Assists patrons in the location and selection of reading materials; assists patrons with reader's advisory tools; assists with holds and interlibrary loans as well as the use of on-line public access catalog. Creates lists of reading possibilities for different topics and groups.
- Conducts on-line searches on computer databases. Teaches patrons and staff about databases and how to use databases. May select databases.
- Conducts community outreach on behalf of the library. Gives presentations to community on library services. May represent the library at Library Board meetings, City Commission meetings, and neighborhood association meetings.
- Prepares brochures, email newsletters, web site, social media posts and other information about library services and events.

- Designs and implements programs for education, entertainment, and enrichment.
- Teaches use of technology and technology tools as outlined by the library.
- May be responsible for displays in the library.
- May be responsible for resolving patron emergencies.
- May write grant proposals and implement grant-sponsored programs.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

The position requires specialized professional knowledge of the theory, principles, and practices involved with library science. Requires knowledge of modern library procedures and processes such as automation, RFID, and electronic tools. Requires knowledge of American Library Association values regarding information access. Requires an understanding of the integrated library software and modules. Requires well-developed skill at accessing and using computer-aided databases, on-line information retrieval systems, research tools, library customer service systems, and common office productivity software. Requires in-depth knowledge of and advanced skill at conducting internet/database searches. Requires understanding of library organization and classification systems. Requires knowledge of modern supervisory practices. Requires the excellent social and education skills to convey specialized concepts to patrons, resolve urgent patron needs, train staff, and deliver presentations to small groups. Requires simple budgeting abilities. Requires excellent communication and writing skills for documenting usage of library services, preparing training materials, and preparing information about library services and events. Requires excellent customer service skills. Must have excellent self-awareness, flexibility, and ability to welcome and embrace the diversity of people who come to the library, whether staff or patrons.

- **Abilities**

Requires the ability to perform all of the duties of the position, working under program goals and objectives. Requires the ability to train staff in a variety of work methods and procedures. Requires the ability to assure a well-organized and attractive library setting. Must be able to maintain public areas in a manner conducive to support research and studying. Requires the ability to deal courteously with library patrons of diverse backgrounds. Requires the ability to work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City and its services. May be required to work evenings and weekends.

- **Physical Abilities**

Incumbent must be able to function indoors in an office and/or library desk environment engaged in work primarily of a sedentary to moderately active nature. Requires hearing and speech ability for ordinary conversation and to project voice to a small group. Requires sufficient manual and/or finger dexterity to type/keyboard and otherwise operate computers and other office equipment. Requires ambulatory ability to sit, walk, to move about office and campus environs, and to lift and carry light to medium weight materials on an intermittent basis.

- **Education and Experience**

The position typically requires a Master's degree in Library Science from an American Library Association accredited university or college. Some post-graduate education may be substituted with special experience.

- **Licenses and Certificates**

May require a valid driver's license.

- **Working Conditions**

Work is performed indoors where minimal safety considerations exist.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.