

City of Oregon City

Position Description

Position: Youth Services Librarian	AFSCME Union
Department/Site: Library	FLSA: Non-Exempt
Evaluated by: Library Director	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, youth services, acquisitions, technical services and collection development.

Distinguishing Career Features

The Librarian is a professional position, and while responsible for any combination of services, generally specializes in one or more closely related functions where they are recognized for professional expertise.

Essential Duties and Responsibilities

- Coordinates and performs professional Librarian services for the public in one or more areas that include but are not limited to reference, collection development, technical services, and youth services and adult services.
- Performs advanced, complex reference work and related research services, secures reference materials from other sources
- Analyzes a portion of the library's collection of books, periodicals and other materials for purpose of making collection additions, deletions, repairs and replacements. Analyzes collection for circulation activity and patron preferences.
- Assists patrons in the location and selection of reading materials and use of on-line public access catalog.
- Conducts and instructs on-line searching of computer databases. May perform bibliographic verification or searching involving either manual or computerized techniques requiring accuracy and knowledge of library terms and bibliographic elements.
- Conducts community outreach on behalf of the library. Gives presentations to patrons on library services. Prepares brochures, newsletters, and other information about special events and library services.
- Plans and implements library programming.
- Catalogs library materials in Dewey Decimal classification system and numbers and Library of Congress or other subject heading systems. Performs related professional cataloging duties. Uses online bibliographic utilities to produce catalog records.
- Reviews books and other materials for collection development purposes.

- May write grant proposals and implement grant-sponsored programs.
- Performs other duties as assigned that support the overall mission of the library.

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. Requires in-depth knowledge of alphanumeric classification systems for organizing library materials and appropriate American Library Association rules. Requires a working knowledge of automated systems. Requires well-developed skill at accessing and using computer 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 bibliographic searches. Requires knowledge of modern supervisory practices. Requires excellent communication skills for all audiences and under all circumstances including, but not limited to conveying specialized concepts to patrons, resolving urgent patron needs, training staff, and delivering presentations to small groups. Requires excellent writing skills for documenting instructions, preparing communications and creating brochures.

▪ Abilities

Requires the ability to perform all of the duties of the position, including but not limited to training staff and patrons, dealing courteously with library patrons of diverse backgrounds, working as a contributing member of the library team as well as other internal and external committees, in order to convey a positive image of the City and its services.

▪ Physical Abilities

Must be able to work indoors in an office and/or public desk environment engaged in work primarily of a 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 devices. Requires ambulatory ability to sit, walk, to move around library, and to lift and carry light to medium weight materials on an intermittent basis.

▪ Education and Experience

The position requires a Master's degree in Library Science from an American Library Association accredited university or college.

▪ Licenses and Certificates

May require a valid driver's license.

▪ Working Conditions

Work is performed indoors where minimal safety considerations exist. May be required to work weekends and evenings.

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.