

Spokane County Library District

CLASSIFICATION: 13

POSITION TITLE:

Librarian

GENERAL PURPOSE:

Develops and implements public library programs, develops effective community partnerships, and provides readers' advising and information services to library members.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

Stays current on and follows all applicable Spokane County Library District guidelines, policies and procedures affecting this position. Responds to workplace situations as appropriate within designated level and scope of authority.

As part of a service priority 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 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 prompt and friendly direct service to members in person, over the telephone or by email. Performs readers' advising and information services in response to member inquiries; assists in circulation as needed. This position requires frequent public contact.

Promotes District programs and services to members and relevant community partners.

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

Instructs members 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 members in the use of tablets, e-readers, and other personal technology.

Responds to member inquiries regarding library services and operations in a timely manner; resolves routine complaints; refers inquiries or issues to other departments or staff as appropriate; enforces the District's Code of Conduct Policy and responds to emergencies in situations that may be stressful or unpleasant.

Assists with training, and provides leadership and role-modeling for library staff.

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

May serve as Person-In-Charge in the absence of managerial staff.

Punctuality, reliability and attendance are essential to this position.

Performs functions of the Public Services Specialist position as needed.

Performs other related duties as assigned.

SUPERVISION:

This position reports to a Library Services Manager. May supervise.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:

Candidates selected for employment must satisfactorily demonstrate the following knowledge, skills and abilities during a prescribed trial period, and afterwards, for continued employment.

Knowledge of:

- Principles of organizational development and leadership management.
- 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, to access appropriate information, such as timesheets, email, Intranet, work-related documents and/or information.

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.
- Work a flexible schedule.
- Consistently demonstrate quality customer service behavior(s).
- Interact in a professional and respectful manner with District staff and the public.
- Maintain confidentiality of member 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.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An individual performing the duties in this position is required to sit or stand for long periods of time, as well as hear, see, speak and listen to individuals in order to successfully communicate with District staff and the public.

Must be able to use hands and fingers to handle, feel, or operate objects, tools, or controls such as a computer keyboard, mouse, or other device; perform repetitive motion using hands, wrists and arms; be able to stoop, kneel, bend, stretch, and lift or move up to 40 pounds of library materials.

Must be able to push and/or pull objects weighing 50-100 pounds on a wheeled cart or book truck.

Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus, and ability to read materials in print or electronic format.

Must be able to transport oneself to other locations to perform work, and/or attend work-related meetings, workshops or conferences.

MINIMUM QUALIFICATIONS:

Master of Library & Information Science or equivalent and the Professional Librarian's Certificate issued by the Washington State Library (or its predecessor) as required by RCW 27.04.055. Read and use English and understand numbers; working knowledge of personal computers, office software, database software and the Internet; ILS experience preferred. Or any equivalent combination of education, training, or experience that ensures 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 computers and specialized software, Integrated Library Systems, Internet and other standard office software and equipment.

Common off-the-shelf cleaning products.

Library carts and other equipment as needed.

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 primarily in a library environment. Work may be performed at offsite locations during library outreach activities. Moderate stress may be encountered due to heightened library activities or intense member interactions. The noise level is usually moderate. May be exposed to dust, fumes and/or odors on a recurring basis.

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: 08/09/2016

I agree I have been given a copy of my current job description. I am aware it is my responsibility to understand the duties expected of me. If I do not understand, I will discuss my duties with my supervisor.

Signature

Print Name

Date

Librarian Addendum

All elements of the position description below are to be considered in addition to the Librarian position description above.

POSITION TITLE:

Strategic Initiative Librarian: Acting Appointment, Full-Time

(This position is an acting appointment for eighteen (18) months. Librarians appointed to this position will return to their regular Librarian position at the end of the appointment.)

GENERAL PURPOSE:

Responsible for the planning and implementation of special projects in support of strategic initiatives.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

Develops, plans and implements special projects in support of strategic initiatives; activities therein may include, but are not limited to: coordinating selection, ordering, and testing of technology, equipment, and furniture; identifying community learning needs and developing instructional curriculum in response to those needs; developing and implementing public library programs; coordinating repurposing of existing library spaces for new public uses and assisting in design of new public spaces; developing and implementing workflow and training for staff tasked to carry out initiatives; collaborating with community partners on mutual goals and objectives; assisting in the design of and executing a strategic planning process; other duties in response to strategic initiatives as assigned.

A Strategic Initiative Librarian is expected to spend approximately 75% of their work time on special projects, with the remaining 25% of time on key regular Librarian duties, as determined in collaboration with a Library Services Manager and the Deputy Director.

SUPERVISION:

Reports to the Deputy Director. May supervise Public Services Specialists or volunteers.

MINIMUM QUALIFICATIONS:

Current Spokane County Library District Librarian with three years recent professional level librarian experience required.

COMPENSATION:

A librarian appointed to this position will be placed at the step of the corresponding salary grade which results in a salary increase of at least five (5) percent, or Step F, whichever applies.