

<b>City of Oregon City</b>		<b>Position Description</b>
Position: Librarian 2		Representation: AFSCME Union
Department/Site: Library		FLSA: Non-Exempt
Evaluated by: Library Manager and/or Library Director		Salary Grade: 34

### **Classification Summary**

Under the general direction of the Library Director, positions in this classification perform a broad range of professional public librarian duties in one or more assigned library divisions or areas of specialization (such as Adult Services, Youth Services, Teen Services, Technology, and Communications/Marketing).

In addition, the Librarian 2 acts as lead worker for a specific Library division and is responsible for day-to-day coordination of division activities and work, oversight and coordination of projects and initiatives, and ongoing monitoring and reporting of division performance.

### **Distinguishing Characteristics**

The Librarian 2 differs from the Librarian 1 classification, in that the Librarian 2 is responsible for the day-to-day coordination of division activities, including programming, collection development, outreach, and patron services. The Librarian 2 participates in Library budget development and is responsible for monitoring budgetary performance of assigned accounts/approved expenditures. The Librarian 2 is responsible for collecting, preparing, and reporting division statistics and performance measures.

Within the parameters of established City and library policies, professional standards, budgetary guidelines, and strategic priorities, the Librarian 2 exercises considerable independent judgment and performs duties with limited supervision. By contrast, the work of the Librarian 1 is more often coordinated and guided by the Librarian 2.

The Librarian 2 is designated as a lead worker within a specific library division, and is responsible for:

- Day-to-day coordination of division activities.
- Distribution and review of division staff work.
- Informal problem-solving, performance monitoring, and coaching.
- Notification of manager/director regarding issues or concerns which may result in disciplinary action.

### **Typical Duties and Responsibilities**

*The list of duties is a representative sample of the work appropriate to this class and does not include all the duties or specific tasks that may be assigned to a particular position. The incumbent may perform a combination of some or all of the following duties:*

- Serve as lead worker for a team of library staff members (full-time and/or on-call). See “Distinguishing Characteristics” section above for description of lead worker responsibilities.
- Participate in budget development process; monitor division spending on all collections, programs, and supplies.

- Monitor division performance measures, such as Purchase Alert Reports, picklist completion, patron program evaluations, weeding schedules, and collection development metrics.
- Coordinate collection and reporting of statistical data.
- Develop and provide onboarding training for new hires within area; ensure training material is up-to-date.
- Regularly review and evaluate division procedures and implement procedural changes as necessary to improve efficiency and/or patron service; evaluates library policies and recommends changes/updates to library management.
- Coordinate division outreach activities; evaluate and recommend opportunities for mutually-beneficial partnerships with other agencies, organizations, and groups.
- Coordinate production and dissemination of email newsletters, web pages, social media posts, and other information about library services and events; work closely with City colleagues to coordinate communications and information distribution; maintain library calendar information and facilitate distribution to external partners and interested parties; develop and maintain Library graphic design standards and publication style guides.

The Librarian 2 may also perform any/all Librarian 1 duties.

## **Minimum Qualifications**

### **Knowledge**

- Principles and methods of leadership.
- Principles, methods, materials, and practices utilized in public libraries.
- Cataloging and library classification systems.
- Collection development principles, strategies, and selection tools.
- Understanding of computer operations in libraries, personal computer usage, word processing and other office software, databases, integrated library systems, online library catalogs, online reference sources, and search strategies.
- Usage of the internet, including various online systems.
- Principles of business writing and report preparation.
- English usage, spelling, grammar, punctuation.
- Principles and processes for providing quality customer service. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Content development for print, web, and social media.

### **Skills and Abilities**

- Ability to coordinate the activities and facilitate communication and collaboration of a small departmental team.
- General office equipment, including but not limited to: computer, printer, telephone, and copy machine.
- Computer software and hardware including but not limited to: web browsers, email clients, library-specific software and websites, office software (word-processing, spreadsheet, presentations), basic computer peripherals (including document printers, receipt printers, and barcode scanners).

- Ability to welcome and embrace the diversity of people who come to the library, whether staff or patrons.
- Address difficult or contentious issues in a professional, constructive manner.
- Using sound judgment to solve problems and make good decisions.
- Public speaking and presentation, including groups of 25 or more.
- Ability to communicate effectively, both orally and in writing.
- Ability to develop constructive and cooperative working relationships with others, and maintain them over time.
- Ability to interpret and apply City/department policies and procedures in making work decisions and/or in providing information to others.
- Ability to develop and execute plans to prioritize, organize, and complete work and achieve goals.

### **Education, Training, and Experience**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation with a Master's degree in Library Science or Educational Media from an ALA-accredited program, at least three years of experience in public library operations, and one year of experience in a supervisory/team lead position. Other equivalent levels of education and work experience sufficient to successfully perform position duties may also be considered.

### **Other Requirements**

- Work schedules typically include evening and weekend hours.. Position may require occasional meetings or activities outside normal working hours.
- May require a valid driver's license.

### **Working conditions/Physical and Mental Demands**

Frequent sitting; continuous talking and hearing both in person and over the phone; frequent keyboarding and repetitive motions of the hands/wrists; frequent walking and reaching; frequent bending, stooping, crouching, and/or kneeling; ability to lift 35 pounds, lift and carry 20 pounds, overhead reach 5 pounds, and push/pull 20 pounds. Duties may also involve exposure to dust and odor/fumes, including strong perfumes.

The position has regular, frequent contact and interaction with members of the public. Work routinely requires extended shifts (up to 4 hours) of sitting at a public service desk, answering questions of varying scope and complexity (in person, via phone, or via email) and providing assistance and support. Position may need to explain Library and/or City policy, and address violations of Library behavior policy. Requires the ability to deal courteously with library patrons of diverse backgrounds.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.