

City of Oregon City

Position Description

Position: Librarian I	Representation: AFSCME Union
Department/Site: Library	FLSA: Non-Exempt
Evaluated by: Library Manager and/or Library Director	Salary Grade: 29

Classification Summary

Under the general direction of the Librarian 2 lead worker, 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, and Teen Services).

Distinguishing Characteristics

The Librarian 1 differs from the Librarian 2 in that the Librarian 1 has no lead worker responsibilities and generally performs position duties under the direction of the Librarian 2.

The Librarian 1 differs from the Library Assistant III in that the Librarian I performs a full range of professional librarian duties, including collection development, reference services, and outreach; by contrast, the Library Assistant III typically performs more specialized, paraprofessional duties with a narrower scope and focus (Technical Services, Library Technology, Patron Behavior Management, etc.)

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:

- Provide general and specialized reference, readers' advisory and material selection assistance; research and answer complex patron questions; perform online reference searches in state, national and commercial bibliographic databases; utilize local systems and external resources to assist patrons in location and/or selection of materials; explain library policies and services to patrons.
- Develop collections consistent with collection development policy; evaluate costs and usage; select, recommend, and purchase materials for library collection including books, audiovisual materials, digital materials, online databases and services, and other items; evaluate print and non-print donations for suitability to the library; weed print and non-print collections; monitor patron demand (including review of Purchase Alert Reports) and analyze collection for gaps; manages assigned collection budget(s).
- Develop, coordinate, schedule, and present programs and events such as technology trainings, classes, book clubs, storytimes, author talks, and other programming of interest and utility to the community and patrons; continually assess community programming needs; manage assigned programming budget(s).
- Participate and serve on various committees; develop and maintain professional relationships with other libraries, agencies, and organizations; attend professional conferences and meetings; remain knowledgeable of local demographics and regional/national library service trends.

- Perform outreach to increase community awareness of library programs and services; promote interest in library programs through publicity, cooperation with various community groups, and public contacts; speak before citizen groups, students, and other business and civic organizations; participate in the library's public relations efforts and represent the library before community groups and organizations; identify opportunities for collaboration with community partners and stakeholders.
- Prepare and maintain statistical and other reports; create customized reports for a variety of operational and analytical purposes.
- May serve as person-in-charge as assigned or in absence of supervisor or lead worker; respond to situations such as escalated patron inquiries, facility issues, incident reports, patron conflicts and exclusions, staffing issues within guidelines and level of authority; contact appropriate City personnel and/or library management according to procedures.
- Recommend service or policy changes to improve library's effectiveness, efficiency, and achievement of organizational goals and initiatives.
- Create brochures, flyers, posters, and book displays; create promotional materials for programs and supplies content for website and social media platforms; coordinate collection and dissemination of community resource information.
- Give presentations to and participate in discussions with Library Board.
- Contribute to a positive, supportive, inclusive work environment.
- Perform other duties as assigned that support the overall objective of the position.

Minimum Qualifications

Knowledge

- 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.

Skills and Abilities

- 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, and at least two years of experience in public library operations. 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.