



**City of Tigard
Library Department**

**LIBRARIAN
Job Classification**

DEFINITION

Under general supervision, performs a variety of professional duties involved in planning, coordinating, and implementing library services and programs; provides complex professional and technical library services to the community; provides information and assistance to the public; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Library Services Supervisor or other assigned supervisory or management personnel. Incumbents work independently and exercise independent judgment, tact, and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the assigned function. Assigned supervisory or management staff reviews the work at various stages of its progress or at the completion for accuracy, adequacy, adherence to instructions, and the impact on the successfulness of the project. The Librarian exercises technical direction over assigned library clerical, part-time, and/or volunteer staff.

CLASSIFICATION CHARACTERISTICS

This is the journey-level class in the Librarian series. Responsibilities include planning, coordinating, and implementing library services and programs to patrons, assisting and participating in the evaluation, selection, acquisition, retention, and special handling of various library materials. This classification differs from the Senior Library Assistant position in that the Librarian is a professional-level class and requires a Master's degree or equivalent. Additionally, the Librarian is responsible for planning, coordinating, and implementing library services and programs under the direction of the Senior Librarian or other management staff. This class is distinguished from the Senior Librarian in that the latter assumes the greatest degree of decision-making responsibilities and exercises technical and functional direction over lower-level classifications.

ESSENTIAL JOB FUNCTIONS

- Plans, coordinates, and implements library services and programs; develops collections, including performing needs analysis; organizing, repairing, and maintaining materials; evaluating, selecting, and purchasing new materials; and evaluating materials for discard; coordinates regular and special event programs and services; prepares and distributes publicity items.
- Determines and recommends supplies, materials, and staffing needs for programs and projects; prepares detailed cost estimates with appropriate justifications; maintains a variety of records and prepares reports of work performance and activities.
- Monitors the budget allocation and administration for assigned projects or programs; provides input into budget development, and administers program budgets after adoption.
- Interprets and applies library policies and procedures for patrons and staff.
- Accesses and retrieves information for library patrons and staff as requested; researches and responds to difficult or technical reference questions; refers questions as appropriate.
- Advises and assists library patrons in the use of library services and tools.

- Assists and participates in the evaluation, selection, acquisition, retention, discarding, or special handling of library materials.
- Uses the automated cataloging system to catalog and classify a variety of library materials; trains staff on use of the automated system; maintains integrity of data in library catalog.
- Assigns proper codes for collection, material type, fines, lending period, and statistical categories to ensure accurate and efficient use of the catalog system; assigns classification and call numbers according to appropriate procedures.
- Performs original cataloging to create bibliographic records according to established standards, policies, and procedures.
- Participates in the compiling of library activity reports and statistics.
- Acts as a liaison with other librarians in the community; attends professional meetings, workshops, and other conferences; stays abreast of readings and research to be informed of current library practices and trends.
- Performs a wide variety of office work, including preparing and maintaining lists, reports, and other documents, compiling statistics and data of library activity, maintaining accurate and detailed records, verifying accuracy of information, researching discrepancies, and recording information.
- Participates in the operational support of the automated library system such as system backup, record keeping, generating and distributing notices and reports, and general system maintenance and troubleshooting.
- Prepares grant and special funding applications and reports; monitors and controls grant expenditures.
- Monitors patron behavior and ensures positive and harmonious interaction and relationships amongst patrons and library staff; assists in the overall security of the library and its premises.
- *Performs related duties as assigned.*

Job and Conduct Requirements:

- Performs quality work within deadlines with or without direct supervision.
- Works independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.
- Maintains regular job attendance and adherence to working hours, consistent with applicable policies.
- Complies with applicable city, state, local, and federal laws, rules, and regulations; Follows and maintains knowledge of all city policies and procedures.
- Observes safe work methods; reports safety, sanitary, and fire hazards immediately to supervisor and follows prescribed policies for safety.
- Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.
- Participates effectively at regular team meetings using appropriate interpersonal skills and problem-solving skills and conflict resolution strategies.
- Maintains appropriate certifications and training, as required.
- Interacts thoughtfully and courteously with staff and community; Acts and resolves conflict in a professional manner.
- Works effectively as a team contributor on all assignments.

JOB QUALIFICATIONS

Knowledge of:

- Principles, practices, and service delivery needs related to library services.
- Principles and practices of professional library work, including methods, practices, and techniques of library reference, technical services, and/or youth library services.
- Principles, techniques, and procedures in cataloging, indexing, classifying, bibliographic research, and organizing library materials.
- Recent developments in current literature, and sources of information related to library program planning and administration.
- General library materials selection standards/collection development.
- Applicable Federal, State, and local laws, codes, and regulations.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment.
- Computer applications related to the work.
- Techniques for dealing effectively with the public, vendors, contractors, and city staff, in person and over the telephone.
- Techniques for effectively representing the city in contacts with community groups and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service to public and city staff, in person and over the telephone.

Skill in:

- Use of personal computers, various related software programs, and standard office equipment to produce documents and files, e-mail, use internet software and computer programs used by the city including word processing, spreadsheet, and presentation applications.
- Oral and written communication skills to understand written information (including instructions, descriptions, and ideas), and to express such information verbally and in writing so that others will understand and, at times, be convinced or persuaded.
- Active listening skills and interpersonal skills.
- Mathematical skills to add, subtract, multiply, and divide in all units of measure, using whole numbers, fractions, and decimals; to calculate figures and amounts such as proportions and percentages; to apply concepts of basic algebra and geometry to real life scenarios.
- Conflict resolution skills.
- Organizational and time management skills to organize own work, set priorities, and meet critical time deadlines.

Ability to:

- Recommend and implement goals, objectives, and practices for providing effective and efficient library services programs.
- Coordinate, direct, and implement library services programs suited to meet the needs of the community.
- Plan and coordinate library programs including preparing publicity and providing direction to staff and volunteers.
- Interpret, apply, explain, and ensure compliance with Federal, State and local policies, procedures, laws, and regulations.

- Identify problems, research, and analyze relevant information, develop and present recommendations, and justification for solution.
- Develop cost estimates for staff, supplies, and materials.
- Effectively conduct meetings and make presentations to various groups.
- Prepare clear and concise reports, correspondence, and other written materials.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software application programs.
- Comprehend and use English effectively including producing all forms of communication in a clear, concise, and understandable manner to intended audiences.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS

Minimum Education/Experience Requirements:

Any combination of training and experience, which would provide the required knowledge, skills and abilities, to perform the essential functions of the position, may be qualifying. A typical way to obtain the required qualifications would be:

- Master's degree in library science from an accredited college or university; and
- Some library experience

License and Certification Requirements:

- Possession of a valid driver's license and satisfactory driving history.

WORKING CONDITIONS

Work Environment:

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Physical Demand/Manual Dexterity:

While performing the duties of this position, the employee must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various city and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Incumbents primarily stand in and walk between work areas although the class is partially sedentary. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 40 pounds.

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. Management is receptive to receiving requests from employees for accommodations related to disability, will engage in the interactive process with employees who make such requests and, where accommodation is needed and reasonable, is committed to providing accommodation, unless doing so would impose an undue hardship on the operation of the business.

Revision History:

December 2016: Updated job classification and formatting; revised Minimum Qualifications