

CITY OF WESTLINN

JOB DESCRIPTION

Job Title: PRINCIPAL LIBRARIAN- SUPPORT SERVICES

GENERAL FUNCTION:

Under the direction of the Library Director, supervises daily operations of the Library Support Services section and the employees and volunteers who provide circulation services and technical services. Oversees purchasing, receiving, cataloging, processing and distribution of library materials. Oversees the library's automated computer systems, which includes the shared automated circulation and catalog system, delivery of public Internet access, as well as other hardware and software applications specific to the needs of Library staff and users. Performs professional library work in acquisitions, cataloging and bibliographic control. Prepares and administer grants. Represents the Library Director and is responsible for the operation of the Library in the absence of the Library Director.

DUTIES AND RESPONSIBILITIES:

(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform.)

1. Contribute to a positive work environment.
2. Plans, prioritizes, assigns, trains, supervises and evaluates the work of employees and volunteers assigned to the Library Support Services section which is responsible for acquiring, processing and circulating library materials and the related interactions with library patrons.
3. Recommends and assists in the implementation of library goals and objectives. Assists in developing library policy and procedure. Communicates library policies and procedures to employees, volunteers, and patrons.
4. Oversees the acquisition, cataloging and processing of materials in all formats ensuring the smooth and rapid flow of materials through the acquisitions, cataloging and processing stages.
5. Implements on-line system upgrades.
6. Prepares statistical and evaluation reports.
7. Participates in professional development activities.

8. Represents the West Linn Public Library in appropriate Clackamas County Cooperative Library System committees.
9. Develops, implements, and evaluates policies and procedures for the Library Support Services section.
10. Works with regional librarians and others to plan and develop county or system-wide policies and procedures.
11. Assists the Library Director in long-range planning of technology systems that will meet future staff and patron needs.
12. Assists the Library Director in budgeting for technology, acquisitions and circulation functions in the library.
13. Occasionally assists patrons at the Information and Youth Services Desks.
14. Listens, communicates and interacts positively with co-workers and the public to enhance effectiveness of work unit and customer service and to promote productivity.
15. Works as a member of the library team to improve library service to the community.
16. Maintains confidentiality where appropriate.

SPECIFICATIONS:

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience may be considered)

1) Job Preparation:

a) Education:

- i) Master's Degree in Library Science (M.L.S.) from an ALA-accredited Library school and three (3) years of professional level library experience, which includes a minimum of two (2) years of supervisory experience and one (1) year of cataloging experience.

b) Training:

- i) Experience with automated library computer systems and services; issues, trends and functions relating to public library. Experience

interpreting and using bibliographic data, MARC formats and computer applications. Knowledge of current technologies and trends in bibliographic control. Knowledge of and experience with AACR2 cataloging practices and MARC format standards and the ability to apply these in original cataloging. Knowledge of and experience in applying Library of Congress subject headings and the Dewey Decimal classification system.

- ii) Any satisfactory equivalent combination of education, experience, and training which ensures the ability to perform the work may substitute for the above.

c) Certificates, Licenses, Registrations:

- i: Possession of, or ability to obtain possession of, a valid Oregon driver's license.

2) Supervision:

Received: Work is performed highly independently under the general supervision of the Library Director.

Exercised: Directly supervises employees and volunteers in the Library Support Services Section. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include but are not limited to: Interviewing, hiring, and training employees; planning, assigning, and directing work; coaching, appraising performance; rewarding and disciplining employees; and addressing complaints and resolving problems. Appropriately and effectively delegates work assignments. Sets expectations and monitors delegated activities.

3) Communication:

Oral Communication – Able to clearly and diplomatically explain policies and procedures to staff and the public. Able to handle emotional behavior effectively. Able to train staff in complex procedures.

Written Communication - Writes reports and recommendations clearly and informatively. Able to read and interpret complex and technical written information.

Language Skills - Ability to read, analyze, and interpret common scientific and technical journals, financial reports, policies, and procedural and legal documents. Ability to write correspondence and reports that conform to a prescribed style and format. Ability to effectively present information to a wide range of individuals or groups in written or

oral format. Ability to understand and convey technical information to persons not familiar with technology.

- 4) Competency - To perform the job successfully, an individual should demonstrate the following competencies:

Analytical Skills - Designs work flows and procedures. Able to anticipate the effect and effectiveness of policies.

Technical Skills – Knowledge of and experience in library technical processes such as acquisitions and cataloging. Skilled in supervision of professional and paraprofessional staff. Pursues training and development opportunities and shares expertise with others.

Quality Management - Looks for ways to improve and promote quality.

Cost Consciousness - Works within the approved budget.

Organizational Support - Follows policies and procedures. Completes administrative tasks correctly and on time.

Planning/Organizing – Defines tasks, prioritizes and plans both personal work and the work activities of the section. Uses time efficiently and effectively.

Judgment - Displays willingness to make decisions. Exhibits sound and accurate judgment. Includes appropriate people in decision-making process.

Safety and Security - Observes, and ensures subordinates observe, safety and security procedures. Determines appropriate action beyond guidelines. Reports potentially unsafe conditions; Uses, and ensures subordinates use, equipment and materials properly.

Adaptability - Manages competing demands.

Crisis management – Maintains a calm atmosphere and effectively handles crisis situations that may occur.

Professionalism - Approaches others in a tactful manner. Able to build and maintain effective working relationships with subordinates, staff, volunteers, and representatives from other jurisdictions. Models high-level customer service behavior.

Computer Skills - Knowledge of current software applications related to the functions and operations of a public library, specifically circulation services cataloging and

acquisitions. Ability to operate a personal computer. Working knowledge of word processing, spreadsheet, and database software.

Technical Skills - Knowledge of library science theory and practice in the areas of collection management, technical services, circulation services and intellectual freedom. Basic knowledge of record keeping and accounting. Knowledge of supervisory principles and practices for professional and clerical staff. Ability to work with the public in a friendly, positive, and professional manner. Ability to interact positively with co-workers and to work with them to improve effectiveness and quality service.

5. Cognitive Functions:

Reasoning Ability - Ability to work independently and exercise initiative. Ability to respond effectively and tactfully to common inquiries or complaints from patrons, other agencies, or members of the Library and City staff. Ability to think analytically and develop new or revised procedures and workflow. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to organize and prioritize multiple tasks and duties.

6) Working Conditions:

The physical demands and work environment 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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand and walk. Employee is occasionally required to sit; reach with hands and arms; climb or balance; stoop, kneel, or crouch. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Employee must be able to efficiently use a keyboard and mouse.

Duties of this position will be performed in an indoor environment involving heavy public contact with a usually moderate noise level. Employee must be able to tolerate frequent interruptions. Duties of this position require a willingness to work nights, weekends, and holidays.

Ability to regularly attend out of town meetings is required.

The job classification 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.