

# CITY OF WEST LINN

## JOB DESCRIPTION

### **Job Title:** REFERENCE LIBRARIAN

#### General Functions:

Performs professional level library services under the general supervision of the Senior Librarian, Reference Division. Answers reference questions and assists the public in the use of library resources, selects materials, and assists in selection from other libraries or sources as necessary. Compiles book lists, indexes and other collection guides.

#### 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. Contributes to a positive work environment.
2. Maintains a positive relationship with contacts specific to them and positions outside the City organization.
3. Performs reference and reader's advisory services using library materials and other resources. Assists the public in finding materials or information as needed. Instructs patrons in use of library resources. Searches files, indexes and databases to locate materials at other libraries when the patron's information needs cannot be met from West Linn's Library resources.
4. Assists in selection of books and other materials for the Adult Nonfiction Collection in accordance with the Library's adopted Selection Policy. Evaluates materials using professional journals, reviews and personal discretion to ensure that the Adult Nonfiction Collection contains materials of high quality and community interest.
5. Develops and maintains specialized reference files, including ready reference, Internet links, and pamphlet files. Prepares subject or other bibliographies for the general public or for individual patrons when appropriate.

## Reference Librarian

### Job Description

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6. Works with other reference librarians in sharing ideas and resources and coordinating delivery of reference services.
7. May be required to perform special assignments from Library Director.
8. May act as the Senior Librarian, Reference Division or Library Director in his/her absence.

#### 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) Requires a Master's Degree in Library Science from an accredited college or university, plus two (2) years of Library experience and one (1) year demonstrable supervisory skills. Satisfactory equivalent combination of applicable experience, education and training, which ensures the ability to perform the work, as determined by the hiring authority, may be substituted for the above.
- ii) Knowledge of public library work, generally and specifically reference service, is required. This includes knowledge of reference and information sources; computer word processors and operating systems (MS Word and Windows), printers and fax machines; database structures; and reviewing journals.

##### b) Training:

- i) Necessary skills include reference interview techniques, oral and written communication, database searching, time management, and accurate, complete record keeping.
- ii) Must have the ability to work effectively with the public and staff without direct supervision; to instruct patrons in use of library resources; to analyze problems and facilitate optimal solutions; to prioritize projects and demands; and to select materials to fill the needs of the community and individual patrons.

2) Supervision:

Received: Performs tasks under general supervision of the Senior Librarian or Library Director.

Exercised: Regularly assigned to train and give work assignments and direction to library clerical staff and volunteers.

3) Communication:

Ability to interact frequently with public in a friendly, professional manner and determine specific needs of patrons.

Ability to write clearly and effectively when communicating information to the public and staff in memos, brochures and news articles.

4) Cognitive Functions:

Work is occasionally monitored and some policies and procedures exist.

Creativity and innovation are regularly required. Problems encountered are of moderate difficulty with precedent often available. Makes decisions regarding collection development and suggests policy recommendations.

5) Working Conditions:

Office environment and may travel to meetings, some evening and weekend work is necessary.

6) Resource Accountability:

Recommends books, subscriptions and CD-ROM's for purchase, to the Senior Librarian or Library Director.

*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.*