

CITY OF WEST LINN

JOB DESCRIPTION

Job Title: LIBRARIAN

General Functions:

Under the general direction of the Senior Librarian or Library Director, position performs a variety of professional, entry level duties in an assigned area, such as Youth Services, Support Services, Adult Services, Programming and Technology. Responsibilities are of a complex, technical nature, requiring specialized training and/or education. Performs work that is original and creative.

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 fellow employees and with persons outside the City organization.
3. May assist with children's and young adult programs. Provides input in the selection of materials.
4. May perform reference and reader's advisory services; assists patrons with on-line reference searches and new technology; may assist patrons in the selection of books.
5. May assist with budgeting, selection and maintenance of materials for the Audio-Visual Division.
6. Assists with planning and developing services in various library divisions.
7. Assists with the training and use of technical equipment and application.
8. May represent the Library on County-wide committees.

9. Prepares the planning, budgeting, purchasing and maintenance of computer equipment and programs for approval by the Senior Librarian or Library Director.

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, compensatory credentials, plus two (2) years experience. 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.

b) Training:

- i) Must have good general knowledge and experience of professional library functions which require independent judgment and may include reference services, children's services, collection development, familiarity with literature, audio-visual materials and programming. Experience using on-line catalogs and computer programs, desirable.

2) Supervision:

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

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

3) Communication:

Ability to interact with public in a friendly, professional manner and to determine specific needs of patrons. Maintains relationships outside the City organization with County Network Committees and other governmental agencies, as assigned. Frequent contact with general public of a moderately complex nature.

4) Cognitive Functions:

Work is occasionally monitored and some policies and procedures do exist. Creativity and innovation are regularly required. Problems encountered are of moderate difficulty with precedent often available. Makes key decisions regarding collection development and policy recommendations within assigned areas of responsibility.

5) Working Conditions:

Work is in a Library environment.

6) Resource Accountability:

Purchasing of computer equipment and programs, materials for Audio-Visual program, books and supplies, as approved by 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.