

CITY OF WEST LINN

JOB DESCRIPTION

Job Title: LIBRARIAN I

Department: Library	FLSA Status: Non-Ex
Employee Group: AFSCME	Salary Grade: E
FTE Status: Full Time	Date: January 2019

General Functions:

Under the general direction of a Library Manager or the Library Director, position performs a variety of professional, entry level duties in assigned areas, such as Youth, Adult, and Technical Services. 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. Performs reference and reader's advisory; assists patrons with online reference searches and technology.
3. Assists with budgeting, selection, cataloging, and maintenance of materials for assigned areas.
4. Assists with projects and services within assigned areas, such as programming, collection development, or other needs that may develop.
5. Assists with planning and developing services in assigned areas.
6. May represent the library on County-wide committees.

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 and Experience:

Requires a Bachelor's degree from an accredited college or university, plus two (2) years of library experience or an equivalent combination of education and applicable experience that demonstrates the ability to perform the duties of this position, as determined by the hiring authority.

b) Training:

Experience must include knowledge of professional library functions, which require independent judgment and the application of accepted, current library work methods, techniques and professional standards.

2) Supervision:

Received: Performs work with limited supervision from a Library Manager or the Library Director.

Exercised: May act as lead worker to library staff and volunteers. This may include occasional scheduling, work assignment, and training.

3) Communication:

Ability to interact with public in a friendly, professional manner and to determine specific needs of patrons. Maintains working relationships outside the City with County committees, schools, and other organizations.

Has frequent communications with library patrons of a moderate to 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. Assists with key decisions regarding collection development and policy recommendations within assigned areas of responsibility.

5) Working Conditions:

Work is in a Library environment. Work is generally performed at the West Linn Library. Some travel throughout community for events, outreach and meetings. The

work is performed during regular library hours, which include weekends and evenings. Regular lifting of book boxes is required. The position involves intermittent sitting, standing and walking, bending, stooping, and reaching.

6) Resource Accountability:

Purchasing of materials in assigned subject areas within budget allocated by Library Director. All purchases are reviewed each month.

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.

Employee Signature

Date