

# CITY OF WEST LINN

## JOB DESCRIPTION

**Job Title:** LIBRARIAN II

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

### General Functions:

Under the general direction of a Library Manager or the Library Director, and according to policies, performs professional level library services of a complex or technical nature requiring special background and education. Performs a variety of professional duties within assigned areas, such as Youth, Adult, and Technical Services.

### 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.
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3. Performs reference and reader's advisory; assists patrons with online reference searches and technology.
4. Responsible for budgeting, selection, cataloging, and maintenance of materials for assigned areas.
5. Manages projects and services within assigned areas, such as programming, collection development, or other needs that may develop.
6. Assists with planning and developing services in assigned areas.
7. Assists with long range planning within assigned areas.
8. May have lead worker responsibilities within a division, as needed.

9. 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:

- i) Requires a Master's Degree in Library Science from an accredited college or university and three(3) 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:

- i) 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.
- ii) Prefer experience in project management, planning and budgeting.

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:

Requires ability to interact with public in a friendly, professional manner and determine specific needs of patrons. Maintains working relationships outside the City organization 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. Makes key decisions regarding collection development and policy recommendations within assigned areas.

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.*

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Employee Signature

\_\_\_\_\_  
Date