Timberland Regional LIBRARY

Librarian series

LIBRARIAN 1	GRADE: 56	CLASS CODE: 1050	
LIBRARIAN 2	GRADE: 60	CLASS CODE: 1055	
DEPARTMENT:	Public Services		
FLSA STATUS:	Exempt		
UNION STATUS:	Represented		
REVISED DATE:	November 22, 2019		

Summary: Assist in ensuring the delivery of high quality library programs and services to the community based on community needs and the Timberland Regional Library Strategic Direction. Provide professional leadership in area of responsibility.

<u>Librarian 1</u>: Under general supervision, coordinates and performs a variety of functions in the assigned area of responsibility on behalf of the Timberland Regional Library. Exercises a low level of decision making and a moderate level of initiative. The Librarian 1 is the entry level in a two level classification series.

<u>Librarian 2</u>: Under limited supervision, plans, coordinates, and directs operations for area of assignment within Timberland Regional Library; supervises assigned personnel. Exercises a moderate level of decision making and high level of initiative. Work is performed with independent judgment and initiative. The Librarian 2 is the highest level of a two level classification series.

Reporting Relationships and Team Work:

<u>Librarian 1</u>: Reports to a Librarian 2 or Library Manager.

<u>Librarian 2</u>: Reports to a Library Manager or District Manager.

Essential Duties and Responsibilities:
Class specifications are intended to provide a descriptive list illustrative of the range of duties performed by employees in the class. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

May be assigned any of the following duties:

Librarian 1:

Distinguishing Characteristics:

1. Plans, coordinates, schedules, and presents library programming for the local community, and completes program planning and evaluation reports. Coordinates and conducts a variety of community outreach activities for area of assignment.
2. Provides information and reader's advisory services to the community in and out of the library.
3. Keeps current with library trends and emerging technologies by seeking out and engaging in professional development opportunities and participating in professional organizations and committees.
4. Continuously seeks out emerging trends that have the capacity to inform and direct TRL's collections, services and programs.
5. Participates in the maintenance of assigned library collections.
6. Works collaboratively with colleagues throughout the district.
7. May assist in administering funding for programs and services as assigned.
8. May provide training and/or guidance to volunteer personnel and staff.
9. May supervise library operations in absence of Supervisor or Manager; including in charge duties.
10. Participates in developing library facility goals and departmental objectives.
11. Performs other duties as assigned or required.

Librarian 2:

Distinguishing Characteristics: The Librarian 2 classification performs all of the duties of the Librarian 1, plus these additional duties:

1. Hires, trains, supervises, and monitors the performance of assigned library personnel; recommends promotions and disciplinary action including termination; ensures staff compliance with the District's library policies and procedures.
2. Prepares employee work schedules, assigns work duties, and monitors departmental work flow.
3. Provides district-wide leadership and participates in developing district-wide goals for assigned area of responsibility.
4. Coordinates the activities of personnel in assigned area of responsibility.
5. Takes the lead on complex and specialized assignments within library and/or assigned area of responsibility district-wide.

Education and Experience:

Librarian 1:

Master's Degree in Library Science, and some library experience; OR an equivalent combination of education and experience. *(Equivalent qualifications include: MLIS + experience; or Bachelor's degree + 3 years' experience; or Associates degree + 5 years' experience; or High School equivalency + 10 years' experience.)*

Librarian 2:

Master's Degree in Library Science, and two years related experience, including one year supervisory experience; OR an equivalent combination of education and experience.

Licenses, Certifications, and Special Requirements:

- Valid Washington Driver's License is required.
- Must pass and maintain a criminal background check.
- The ability to work evenings and weekends and to adapt to schedule changes on short notice.
- State of Washington Librarian Certificate may be required.

Core Skills and Qualities:

Complete definitions are included on the TRL evaluation form. Employees are expected to demonstrate the following qualities at all times:

- Demonstrate quality customer service to serve as an adequate resource to employees.
- Communicate effectively.
- Exhibit reliability and dependability.
- Demonstrate a positive attitude and flexibility.
- Work well with others, show respect, contribute to the team.
- Demonstrate library values of service, integrity, collaboration and community focus.
- Demonstrate leadership in handling multiple tasks.

Required Knowledge, Skills, and Abilities:

Employees are expected to perform or possess the following:

- Knowledge of library terminology, practices, services, processes, policies and procedures. Reference and circulation processes and procedures.
- Conducting reference, reader advisory, and circulation duties.
- Providing support in relation to library operations for area of assignment.

- Assisting in ensuring the delivery of quality library services/programs to the community.
- Methods for coordinating and delivering library programming.
- Processes for conducting community outreach activities.
- Library computer systems, databases, and software.
- Customer service standards and procedures. Establishing and maintaining effective working relationships with library staff, volunteers, patrons, and the general public.
- Reader advisory and reference methods and techniques.
- Conducting circulation, reader advisory, and reference activities.
- Utilizing library computer systems and databases.
- Community library operations, programs and services.

Technology Requirements:
- Use of office equipment, including but not limited to Personal Computer and related software packages to perform advanced analysis, information retrieval and tracking.
- Keyboard and alpha/numeric data entry skills
- PC navigation skills in a Windows-based environment; ability to connect and print
- Ability to navigate, search and use web functions and software applications (i.e., time and attendance systems, performance reviews)
- Microsoft Office Suite skills (e.g., Outlook, Word, Excel) to satisfactorily complete job responsibilities

Technology Desired:

Physical and Environmental Conditions:
- Work is performed in a library environment and involves regular contact with the public.
- Subject to sitting, standing, walking, bending, reaching and lifting objects up to 40 pounds.
- Must be able to push/pull library carts and lift/carry library materials.
- May be exposed to potentially intimidating and/or unreceptive members of the public.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions with this job.

This and all TRL positions are subject to transfer, based on library need.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job. Timberland Regional Library is also an Equal Opportunity Employer.