

ORGANIZATION: City of Sherwood
LOCATION: Sherwood, Oregon
DEPARTMENT: Library
FLSA STATUS: Non-Exempt
JOB TITLE: Librarian I – Pay Group 6

DATE: 2014

PURPOSE OF POSITION:

Perform a range of professional library services in public service or technical service areas. These areas may include adult services, children's/youth services, cataloging and other areas, as needed. May act in a lead capacity as Library person-in-charge in the absence of a Supervising Librarian.

ESSENTIAL JOB FUNCTIONS (MAY INCLUDE):

Staff the circulation area which can include checking library material in and out, collecting fines/fees, answering phones, issuing library cards/forms/applications, reviewing returned materials for damage, and arranging materials for re-shelving. Prepares the library for opening and/or closing.

Provide general information to patrons regarding Library procedures and programs. Instruct in the use of Library equipment, e.g. computer system, etc.

Plans, promotes and produces a variety of age- and interest-appropriate programs and activities to encourage the use of the library.

Performs professional duties in any or all of the following areas: Adult Services, Children's/Youth Services, interlibrary loan, collection development, programming, publicity, library instruction, website management, and other areas as needed.

Engage in community outreach activities to promote the Library, its services and programs.

Direct customers to appropriate sources, match interest and abilities to library materials, compile book lists, bibliographies and other resources, and instruct patrons in the use of library media.

Reference and readers' advisory services by knowing and using local and remote resources, conducting reference interviews, doing research and performing computer and on-line searches.

Read and research journals and other appropriate sources to determine possible additions to collection. Recommend collection additions and/or changes and options for acquisitions and cataloging.

Original and copy cataloging for library materials in book and non-book formats, utilizing electronic cataloging resources and standards.

Provide assistance in analyzing and evaluating processes to keep up with emerging trends in library services.

Provide recommendations for procedure and policy changes, library planning, technology implementation and upgrades.

Represent the department at City meetings and regional library meetings.

May perform other duties as assigned.

Maintain cooperative working relationships with City staff, other organizations and the general public.

Follow all safety rules and procedures for work areas.

AUXILIARY JOB FUNCTIONS:

Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: Broad knowledge of the principles, practices and philosophy of public library operations, current methods and principles governing the reference services, cataloging and collection management of print and non-print materials. Completion of an ALA accredited Master's of Library Science program, and one year professional Librarian experience in a public library system, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

SPECIAL REQUIREMENTS/LICENSES: None.

DESIRABLE REQUIREMENTS: Participation in professional organizations or endeavors.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 25 pounds. Manual dexterity and coordination are required less than 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

WORKING CONDITIONS:

Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises.

SUPERVISORY RESPONSIBILITIES:

May provide training and orientation to volunteers, students, and newly assigned personnel on site policies and practices.

SUPERVISION RECEIVED:

Works under the general supervision of the Library Manager.