

CITY OF MILWAUKIE

CLASSIFICATION: LIBRARIAN

Department: Library

Grade Number: 10(60)

FLSA: Non-exempt

Location: Milwaukie Ledding Library

Union: AFSCME

EEO Category: 2- Professional

DESCRIPTION:

This position performs a variety of technical and professional tasks relative to the assigned area of responsibility within the library such as children's library, reference, or technical services. The incumbent participates in all work activities of that area of responsibility including such activities as selecting and cataloging various collections, developing and conducting special programs and providing reference assistance to patrons. May oversee and have lead worker responsibility over the work of volunteers and other paid staff.

DUTIES AND RESPONSIBILITIES:

(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Selects and catalogs the general collection of books, periodicals, pictures, tapes, disks, newspapers, manuscripts, pamphlets and other items contained in the library; reviews and keeps abreast of major selection tools; prepares library purchase orders; reviews books, periodicals and collections which are outdated or not used, and recommends removal and disposition.
2. Inspects new collection material upon arrival for quality and financial control purposes.
3. Creates, organizes and conducts special programs for patrons.
4. Provides outreach services to patrons or local organizations who do not have ready access to the library.
5. Provides reference and information assistance to library patrons; locates books and other materials, instructs and assists patrons in locating needed information utilizing a variety of media including the Internet.
6. Processes inter-library loans and provides reference service.
7. Performs a variety of record keeping functions including: preparing reports, maintaining necessary operating records, and monitoring assigned budget.
8. May act as supervisor for the library in the Library Director's absence.
9. Administers various special library activities throughout the year, such as reading programs, and other special programs for patrons.
10. Performs a variety of miscellaneous duties such as making logistical arrangements for programs.
11. Promotes interest in library programs through publicity, program brochures, cooperation with various community groups, and public contacts; speaks before citizen groups, students and other business and civic organizations.
12. May assist in the design and maintenance of the library's web page.
13. Participates in the library's public relations efforts and represents the library before community

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- groups and organizations.
14. May represent the library on network committees.
 15. Maintains positive public relations with customers and is responsive to customer needs.
 16. Develops safe work habits and contributes to the safety of self, co-worker and the general public.
 17. Performs other duties as required.

JOB SPECIFICATIONS:

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience will be considered.)

1. **Job Preparation:**
 - a) **Education:**
 - i) Bachelor's degree required with a Master's degree in Library Science preferred; or
 - ii) Any equivalent combination of education and experience.
2. **Prior Experience:**
 - a) **Work Experience:**
 - i) Three (3) years experience in library operations with at least two of those involving experience in the specialty area of assignment; or
 - ii) Any equivalent combination of education and experience.
 - b) **Necessary Knowledge, Skills and Abilities:**
 - i) Knowledge of the principles and practices of library and information science.
 - ii) Knowledge of library collection classification and selection tools and techniques.
 - iii) Knowledge of equipment and facilities required in a comprehensive library system.
 - iv) Knowledge of the principles and practices of office management, and work organization.
 - v) Ability to analyze and utilize a variety of reports and records.
 - vi) Ability to classify and catalog library materials.
 - vii) Knowledge of purchasing procedures.
 - viii) Ability to assist library patrons in the effective use of complex information technology.
 - ix) Ability to determine the reference and information needs of the community and make appropriate budgetary recommendations.
 - x) Ability to develop and lead programs of general interest to patrons.
 - xi) Ability to establish and maintain effective working relationships.
 - xii) Ability to work as a team member.
 - xiii) Ability to perform the essential functions of the job.
3. **Special Requirements:**
 - a) Must be able to pass department's security clearance standards.
4. **Tools and Equipment Used:**
 - a) Computer and printer, fax machine, scanner, and copy machines; computer software including MS based word-processing, and library automated systems, calculator, and telephones.

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5. **Supervision:**
 - a) This is not a supervisory classification; however, may occasionally oversee or provide lead worker direction to paid staff and volunteers.
 - b) Works under the general guidance of the Library Director.

6. **Communications:**
 - a) Has frequent communication with staff, volunteers, and patrons.
 - b) Communication is of a moderate complexity.

7. **Cognitive Functions:**
 - a) Work is performed independently with occasional review.
 - b) Precedent is often available for problems with moderate difficulty.

8. **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

 - a) Work is generally performed indoors in a library setting.
 - b) There is some stooping and reaching involved in shelving materials.
 - c) There is some lifting of book bags that may weigh up to 40 pounds.
 - d) Evening work is required.

9. **Resource Accountability:**
 - a) Has a moderate impact on equipment of a modest value.
 - b) Has a moderate impact on the assigned area of the library collection.

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.

Drafted: 03/17/95
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