

JOB TITLE: Library Specialist, Inter-Library Loan

DEPARTMENT: Library

REPORTS TO: Librarian

PRINCIPAL PURPOSE OF JOB: Responsible, in conjunction with the Librarians for inter-library loan (ILL), reference, and other services, and for program development. Duties also include Library Assistant services and range from front desk customer-service activities to program implementation requiring creativity and organizational skills. This is a dual-purpose job that is to be implemented as Library resource permit. The job combines professional and customer service related functions and is intended to support implementation of strategic plans.

LEVEL OF AUTHORITY: Performs duties with moderate supervision, and, with the Librarians and Director, helps develop specialty services, policies and procedures. Errors in judgment could impact the Library's resources and public acceptance of programs, protection of patron confidentiality, personnel, and facilities.

WORK ENVIRONMENT: Work is performed primarily in an indoor office setting.

ESSENTIAL JOB FUNCTIONS

1. Assist the Librarians responsible for adult, young adult, and children's services, as assigned.
2. Develop and implement inter-library loan services, update inter-library loan databases, be responsible for the development of other new programs and activities, and serve as a resource to other library staff for development and training.
3. Respond to public inquiries and reference questions using both in-print and online resources; provide information within scope of knowledge and refer to employee of higher classification as appropriate.
4. Process inter-library loans from initial patron request to bibliographic searches, due date and bar coding, and delivery and retrieval of borrowed materials. Also responsible for return of materials, and tracking and assessments involved with matters such as lost books, overdue items, and damaged materials.

5. Monitor Library security, safety, and protection of patron confidentiality, and explain and enforce Library rules.
6. Maintain records and statistics related to inter-library loan and other designated services, generating reports as needed.
7. Perform duties of a Library Assistant in technical services and public services.

ADDITIONAL JOB FUNCTIONS

1. May perform portions of other classified positions, as required.
2. Perform other duties as responsibilities as required.

QUALIFICATIONS

Technical

1. Must possess one to two years of program development related experience in a library and customer service environment or equivalent. Experience with library and reference is preferred; familiarity with online databases and internet functions desirable
2. Must have a two-year college degree or equivalent continuing education.
3. Must have the ability to plan, schedule, coordinate and evaluate program functions.
4. Must have computer ability to adequately utilize automated library, inter-library loan, cataloging and circulation systems, as well as word processing, database and spreadsheet programs, and the Internet.
5. Must have ability to work with numbers and budgets accurately and understand verbal and written instructions.
6. Must have excellent customer service, verbal and non-verbal communication skills, including the ability to work with customers on inter-library loan problems, reference, or give directions.
7. Must be bondable

A combination of training and experience that provides the requisite skills and abilities may be considered.

Physical

1. Strength, for example, to push loaded book cart weighing approximately 300 pounds on level floor, to lift or maneuver onto cart loads up to 30 pounds.
2. Ability to bend, stoop and lift in cramped spaces.
3. Ability to use hands to grasp and pinch library materials for a prolonged period.
3. Ability to sit and use computer workstation, including keyboard and visual display terminal, for extended periods of time.

Other

1. Attention to detail and accuracy.
2. Ability to communicate effectively, patiently and courteously with City employees, patrons and other community members, and be responsible for protection of patron confidentiality.
3. Ability to handle multiple activities or interruptions at once and to work positively and effectively within a team model.
4. Flexibility to work a schedule including weekday, evening, weekend, and morning hours.

USE OF TOOLS AND EQUIPMENT

Office equipment, such as computer, typewriter, adding machine, microfiche reader, paper cutter, fax, copier, telephone and postage meter. May use various tools for book and other library material repair.

OTHER

1. Pursuant to the Child/Adult Abuse Information Act, RCW 43.43.830 through 43.43.845, background investigations will be conducted on all City of Anacortes Library prospective employees, volunteers, and docents who will or may have unsupervised access to children under sixteen years of age, developmentally disabled persons, or vulnerable adults. The background check is for initial employment decisions only.

2. As an absolute condition of employment, employees are required upon hire to sign a drug-free workplace agreement and an agreement not to use tobacco products of any kind while on the job.

3. The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or provide relief, to equalize peak work periods or otherwise to balance the work load.

4. Following an offer of employment, and prior to starting work, individuals may be required to have a pre-employment physical examination by a physician designated by the City of Anacortes. The examination will be paid for the by the City. Satisfactory clearance to perform essential job functions will be required for employment.

Are you able to perform the essential function of this job, with or without accommodation?

Yes _____ **No** _____

If testing is required, will accommodation be necessary?

Yes _____ **No** _____

Signature

Date