

JOB TITLE: Librarian

DEPARTMENT: Library

REPORTS TO: Library Director

PRINCIPAL PURPOSE OF JOB: Responsible for library management team duties and overall supervision of specialty functions such as the Library's adult or young adult and children's programs and services and for technical services or public service functions.

LEVEL OF AUTHORITY: Performs duties with general direction allowing for independent action and decisions commensurate with demonstrated ability. Errors in judgment could have substantial impact on Library's financial condition 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

Duties and responsibilities shown in these sections are intended to recognize the functions common to these positions as well as the specialty areas applicable to each position.

#### Examples of common duties and responsibilities:

1. Prepare, with the Library Director, plans, reports, and budgets for areas of responsibility, review and monitor budget and other reports and analyses as required.
2. Provide reference duties such as responding to public inquiries, conducting searches of library and Internet resources, and providing information and other patron services.
3. Coordinate and promote programs to stimulate interest in reading and Library services for all age groups, such as library tours and talks, reading programs, story times, family literacy programs, heritage programs, music events, art displays, and book clubs. Assist in the preparation of appropriate materials for grants and other activities.
4. Lead and participate in management team activities, may attend Library Board functions, and be responsible for planning and coordinating overall Library activities and protection of patron confidentiality. Also perform duties of the Library Director in the Director's absence.

5. Coordinate and perform collection development duties such as reading reviews, catalogs, checking internet sources; reviewing patron requests; performing order, billing approval, and vendor communications; and editing catalog records.

6. Hire and, in turn, plan, schedule, supervise and evaluate the work of the Library Associates responsible for public services or technical services, Library Assistants responsible for interlibrary loans and children's library activities, and provide overall supervision for Library Assistants and other persons. Coordinate staff training programs.

Examples of specialty area duties and responsibilities for adult services:

1. Lead the Library's public service and inter-library loan functions and direct day-to-day services of Library Associates, Library Assistants, Pages, Volunteers and Docents, and other persons.

2. Develop adult Library programs and work with various agencies to plan and implement programs.

Examples of specialty area duties and responsibilities for children's and young adult services:

1. Lead the Library's children's, young adult, and technical service functions and oversee day-to-day services of Library Associates, Library Assistants, Pages, Volunteers and Docents, and other persons.

2. Develop children's and young adult Library programs. Work with schools and other organizations to plan and implement programs.

ADDITIONAL JOB FUNCTIONS

1. Attend staff and community meetings as required, often outside regular working hours.

2. May perform portions of the work of other positions, as needed.

3. Work closely with Friends of the Library in purchases using their funds.

4. Perform other duties and responsibilities as required.

QUALIFICATIONS

Technical

1. Must have a master's degree in Library or Information Science from an American-Library Association-accredited college or university.

2. Must have three to five years previous related experience sufficient to demonstrate thorough competency and extensive knowledge, skills, and accomplishments with Library management, supervision, community and customer focused functions, protection of patron confidentiality, information management, and professional services.
3. Must have ability to plan, schedule, train, supervise, develop, and evaluate the work of assigned staff.
4. Must be bondable.
5. Must possess a valid Washington State Driver's license.
6. Must have computer ability to adequately utilize and explain automated library cataloging, circulation, Internet and other systems.
7. Must maintain professional and technical expertise through participation in continuing education.
8. Must have excellent communicate verbal and written communication skills and to read and analyze technical, budget, policy, reference, and internet materials.

#### Physical

1. Ability to stand, bend, stoop, and lift; to use computer workstation, including keyboard and visual display terminal, for extended periods of time; and to deal with the public for sustained periods while maintaining positive and enthusiastic communications.
2. Ability to use hands to grasp and pinch library materials for a prolonged period.

#### Other

1. Ability to communicate effectively, patiently, and courteously with other City employees, with patrons and with other members of the public.
2. Ability to maintain courtesy and helpfulness while handling multiple activities or interruptions at once and to work positively and effectively with co-workers in a team approach.
3. Must have excellent writing, planning, and organizational skills, for example to prepare and direct preparation of reports, budgets, and correspondence.

#### USE OF TOOLS AND EQUIPMENT

Audio-visual equipment such as cassette recorders, VCR and film and slide projectors; Office equipment, such as; personal computer and associated

software, typewriter, adding machine, microfiche reader, paper cutter, fax, copier, telephone and postage meter.

**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**