

## Librarian

JOB TITLE: Librarian

FLSA STATUS: Full-time: Exempt, Part-time: Non-exempt

GRADE: 38

DEPARTMENT: Public Services, Technical Services and Facilities

APPROVED DATE: 01/1998

REVISED DATE: 05/2014, 02/2019, 07/2021, 01/2022, 02/2022

### Job Summary

The Librarian focuses on system initiatives and committee work, information services, collection maintenance, program and service creation, system level support for smaller community libraries and community engagement? making connections, developing relationships and providing services, spaces, and resources that are representative of diverse cultures and perspectives, intentionally inclusive, and accessible to everyone while supporting community organizations and promoting the library.

### We Value Lived Experience

Sno-Isle Libraries is committed to embedding equity into our organization. As we engage in equity work, it's important to have a good foundation to frame the work and then provide training opportunities to build skills and knowledge.

We value and embrace the unique experiences our staff members bring to the organization and recognize how their experiences improve the service we provide.

### Essential Functions

*Functions listed are intended only as illustrations of the various types of work performed. 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. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this job.*

1. Provides professional research assistance to customers, either in-person, over the phone, or electronically.
2. Assists with collection maintenance duties for materials and resources in various formats.

3. Develops and presents various library programs (educational, early literacy, community interest, or civic engagement and individual customer research or instructional sessions).
4. Creates and curates online content to meet community needs and interests.
5. Assists in development and evaluation of library services in line with the strategic focus.
6. Represents the library to a wide variety of community groups.

### **Additional Duties and Responsibilities**

1. May be in charge of the building in the absence of other supervisory staff.
2. Serves on various library committees as assigned.
3. Coordinates library volunteers as needed.
4. Prepares correspondence and reports.
5. Trains new staff as needed.
6. Participates in ongoing professional development.
7. Assists with special projects as required.
8. Performs other duties as assigned.

### **Supervision**

The position typically reports to a community library manager, assistant manager, or the manager of a major functional area such as Information Services. Supervision of the work of others is not a normal part of the work of these positions, but incumbents may from time to time assist in the training of other staff in library-related work.

### **Knowledge, Skills, and Abilities**

1. Thorough knowledge of established web-based databases and techniques of searching and accessing those resources.
2. Thorough knowledge of library resources, programs, and services in a public library.
3. Knowledge of the principles of intellectual freedom in public libraries.
4. Knowledge of collection development policies and procedures.
5. Knowledge of alpha and numeric systems for arranging library materials as well as automated bibliographic identification at a basic level.

6. Thorough knowledge of library policies and procedures for determining needs and interests of customers.
7. Strong organization and attention to detail.
8. Ability to uphold the principles of equity, diversity, and inclusion in the workplace and the community.
9. Strong customer service and communication skills.
10. Ability to communicate effectively with diverse audiences.
11. Ability to handle and resolve disruptive behavior effectively.
12. Ability to work independently and to set priorities.
13. Ability to work cooperatively and maintain effective interpersonal skills with the public and co-workers.
14. Ability to operate relevant computer systems including hardware and software, such as Microsoft Office, electronic databases and electronic content platforms, e-mail, chat, social media platforms, and internet navigation in addition to other office equipment and security systems.

## **Education and Experience**

*Knowledge, skills, and abilities for this position can be acquired by a combination of experience and education including:*

1. Master's degree in library science from an American Library Association (ALA) accredited university required, or completion of the degree within six months of hire.
2. Provide a Washington State Librarian certificate within 60 days of hire or degree completion.

## **Physical and Environmental Conditions**

The physical demands described here are representative of those that must be met by a staff member to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Most of the work is carried out within a generally accessible, safe, indoor environment. While performing the duties of this job, the incumbent is required to operate computers for extended periods of time. The incumbent must identify and organize library materials such as books, audiobooks, and DVDs based on small-print numbers and alphabetical characters; move library

materials including transfer of books and other items to carts or shelves of varying heights; scan and inspect library materials including opening media cases.

While performing the duties of this job, the incumbent must communicate with coworkers and members of the public. There are regular interpersonal contacts with staff members and customers. These contacts and situations are deemed to be generally safe and free of undue stress, but require incumbents to be cordial, helpful, and skilled in interpersonal relations with others both in the public and within the Library District.