



<b>CLASSIFICATION TITLE:</b> Librarian I	<b>JOB NUMBER:</b> 7080	<b>AFFILIATION:</b> Unaffiliated (Non-Union)
<b>REPORTS TO:</b> Library Supervisor	<b>PAY GRADE:</b> 17	<b>FLSA STATUS:</b> Non-Exempt

## GENERAL SUMMARY

Performs administrative support and customer service work for library reference, programming, and related work as apparent or assigned. Work is performed under the moderate supervision of the Library Supervisor ("supervisor").

## CORE VALUES

All employees are expected to model and foster the City of Richland's core values in the performance of their duties and their interactions while representing the City. The values of *Teamwork*, *Integrity*, and *Excellence* promote and maintain a high level of morale and productivity, and are the tie that binds all City employees together, across all functions.

## ESSENTIAL JOB FUNCTIONS

*To be successful in this position, an individual must be able to perform each essential function satisfactorily. Additional duties of a similar nature and level may also be assigned. The City may make reasonable accommodations to enable a qualified individual with disabilities to perform the essential functions.*

- Performs professional librarian duties to assist in the operation of the public service areas of library operations.
- Maintains statistical records of library collection and library usage.
- Assists in the evaluation and selection of books, periodicals, reference materials, and other materials for the library; maintains library collection by weeding out materials and updating library records, and compiles and maintains lists of special collections.
- Provides reference services to patrons seeking information and assistance; assists and educates patrons in use of library technology, in locating information and library materials, provides inter-library loan services for materials unavailable in City library.

- Curates informational media to promote interest in reading, and to meet the needs of patrons and the community; conducts library tours; creates and maintains an orderly, safe, and attractive library environment; creates, designs, plans, and implements programs, including summer reading programs; creates themes, develops advertising, brochures, and other materials.
- Prepares and maintains a variety of library records including daily reference statistics; prepares statistical reports on programming and collection.

## **KNOWLEDGE, SKILLS AND ABILITIES**

*The requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform the essential functions of the position.*

### **Knowledge of:**

- Library policies, procedures, terminology, methods, practices, and equipment.
- Principles of Intellectual Freedom and their application.
- Purpose and functions of the library.
- Basic reference and bibliographic tools, techniques, and procedures.
- Internet searching, use of Library catalog, and online resources.
- Modern office practices, methods, procedures, and equipment.
- Alpha-numeric and Dewey-decimal filing systems.
- Proper telephone techniques and etiquette.
- Computer software and data entry techniques.
- MARC format and AACR2 cataloging.
- Reader's advisory, reference, and bibliographic database searching techniques.
- Information retrieval using current technology, as well as traditional source materials.
- Reference tools, literature, and materials.

### **Skills and Abilities to:**

- Learn, read, interpret, and apply and explain rules, regulations, policies, and procedures.
- Interpret and answer reference questions by conducting effective reference interviews.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, set priorities, and meet deadlines.
- Perform a variety of professional and responsible librarian duties in assisting with library operations.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Assess changes in technology and the applications to library service, and assimilate continuing changes in technology.

- Explore library service trends and applications for future use.
- Evaluate, select, and organize library materials.
- Maintain current knowledge of library policies and procedures.
- Ability to handle conflict, difficult situations, and emergencies; analyze situations accurately and adopt an effective course of action.
- Write grants.
- Exhibit and maintain commitment to quality customer service.
- Maintain library in a neat and orderly condition.
- Monitor and maintain acceptable patron behavior in the library.
- Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise and understandable manner to intended audiences.
- Operate a variety of modern office equipment and personal computers using standard or customized software application programs to assigned activities.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Provide continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.

## **SPECIAL REQUIREMENTS**

Valid driver's license.

## **EDUCATION AND EXPERIENCE**

Bachelor's degree with coursework in library science, or related field, and one (1) year experience as a Librarian, or an equivalent combination of education and experience.

## **COMPETENCIES**

### **Foundational**

- **Use Technical/Functional Expertise:** Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.
- **Be Accountable for Performance:** Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.

- Provide Excellent Customer Service: Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- Communicate Effectively: Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.
- Work Safely: Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

## **PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT**


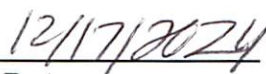

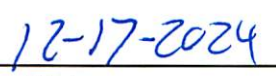

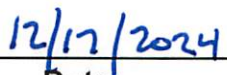
*The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

This work requires the regular and punctual attendance at the office or other assigned locations; occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires sitting, reaching with hands and arms, pushing or pulling, and repetitive motions and occasionally requires walking, climbing or balancing and stooping, kneeling, crouching or crawling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

### Authorization (for Archive)

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job classification does not constitute an employment agreement between the City of Richland and any employee and is subject to change by the City as the needs of the City and requirements of the job change.*

	
<b>Human Resources Director</b>	<b>Date</b>
	
<b>Department Head</b>	<b>Date</b>
	
<b>City Manager or Authorized Designee</b>	<b>Date</b>