



City of Lake Oswego, Oregon

Job Description

LIBRARIAN I

FLSA Status: Non-exempt

Union Representation: LOMEA

Salary Grade: 123

Job Code: 5010

Summary

Under the general supervision of the Adult Services Librarian and/or Children's Services Librarian, positions in this classification perform professional entry-level library services. Answers reference questions and assists the public in the use of library collections. This position handles requests for inter-library loans and participates in the selection and weeding of library materials and the organization of collections. Assists in compiling book lists, indexes and other collection guides and carries out departmental projects and special assignments.

Essential Duties and Responsibilities

The list of duties is a representative sample of the work appropriate to this class and does not include all the duties that may be assigned to a particular position. The incumbent may perform a combination of some or all of the following duties:

1. Answers over-the-counter desk and telephone reference questions, using the Library's collections.
2. Assists the public in locating desired information and materials in the Library's collections.
3. Is typically assigned to either Adult or Children's Division, but may substitute as needed.
4. If assigned to the Children's Division, assists in program planning, conducting preschool story times and assisting other programs as needed.
5. Assists in organizing special collections.
6. Assists in the preparation of book lists and other collection guides.
7. Reviews and recommends materials for purchase.
8. Takes inter-library loan requests and verified them in standard sources.
9. Registers voters.
10. Performs other duties of a similar nature or level.

Minimum Qualifications

Knowledge of:

- Principles, methods, materials, and practices utilized in public libraries.
- Reference sources and methods and other information-acquisition methods.
- Cataloging and classification systems.
- Collection development principles and strategies as well as tools for selection.
- Library automation systems and trends.
- Internet usage and various on-line systems.

- Understanding of computer operations in libraries, including word processing, database management, circulation systems, book catalogs, reference databases, and search strategies.
- Principles and procedures of record keeping.
- Principles of business letter writing and basic report preparation.
- English usage, spelling, grammar, and punctuation.
- Personal computers and related software applications.

Skills and Abilities to:

- Effectively and tactfully meet the general public, including young children, students, adults and senior citizens.
- Write clearly and concisely.
- Learn to perform the full range of professional and technical library tasks.
- Learn, interpret and apply pertinent federal, state, and local policies, procedures, laws, codes, and regulations.
- Learn and interpret library policies, procedures, and objectives to staff, community groups, and the general public.
- Learn to operate computerized cataloging, bibliographical, acquisition, and circulation data systems.
- Give clear information to the public and to support staff.
- Conduct accurate and thorough research.
- Provide recommendations for acquisition of new library materials and supplies.
- Assist Library patrons in response to reference and directional Library questions.
- Operate a variety of office equipment including a computer and associated word processing applications.
- Prepare clear and concise reports.
- Communicate clearly and concisely, both orally and in writing.
- Provide good customer service.
- Comply with safety requirements of the position and actively promote safe work practices.
- Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation with a Master's degree in Library Science, Educational Media, or an equivalent level of education and work experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing and Other Requirements:

Some positions in this classification may be required to possess a valid driver's license and ability to meet the City's driving standards.

May be required to work some evenings and weekend. Duties will occasionally involve dealing with distraught or difficult individuals; attending meetings or activities outside normal working hours.

Physical and Mental Demands

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Moderate Physical Work: Must be able to move objects by exerting up to (20) pounds of force frequently, and/or up to (10) pounds of force consistently.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in

part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Department Director

Date

Human Resources Director

Date

Employee

Date

This job 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.