



## City of Lake Oswego, Oregon

### Job Description

#### LIBRARIAN II

**FLSA Status: Non-exempt**  
**Union Representation: LOMEA**

**Salary Grade: 148**  
**Job Code: 5020**

#### Summary

Under the general supervision of a higher position, positions in this classification perform professional level library services. Answers reference questions and assists the public in the use of library collections. Compiles book lists, indexes, and other collection guides. Selects and organizes or catalogs library materials. Plans and presents divisional programs. Carries out divisional projects, and performs other duties as assigned.

#### 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 reference questions, using the Library's collections.
2. Assists the public to locate desired information and materials in the Library collections.
3. Builds and organizes assigned collections.
4. Selects materials for purchase.
5. Prepares book lists and other collection guides.
6. Takes interlibrary loan requests and verifies them in available sources.
7. Directs the activities of volunteers and staff (typically part-time) on divisional projects.
8. Plans, prepares, and presents divisional programs.
9. Represents the Library on countywide, regional and statewide committees relating to professional library services.
10. Makes public presentations to community groups.
11. May catalog materials; checks accuracy of processing of materials and cataloging.
12. Responsible for significant level of divisional planning and decision-making.
13. 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.

### **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; occasional response to emergency conditions during off-hours; occasional operation of a motor vehicle on public roads.

### **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.

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**Department Director**

**Date**

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**Human Resources Director**

**Date**

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**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.*