

NATURE OF WORK

This is an entry level professional library work with some direction of support staff.

Work involves responsibility for the application of a considerable knowledge of the principles and practices of library and information science to assist in the operation of a library division or to perform the activities of a specialized sub-unit of the library. General instructions and work assignments are received from an administrative superior but the employee of this class is expected to work with considerable independence and exercise professional judgment. Supervision is not normally a responsibility of this classification. However, work responsibilities may include work direction to other staff.

Work of this class is differentiated from that of a Library Associate by the complexity of assignment, independence of work performed, and level of knowledge needed to fully perform professional librarian duties. Work of this class is differentiated from a Senior Librarian, by its degree of authority to manage library facilities and policies, comprehensive program responsibilities, or mastery of a variety of data base research and collection management responsibilities who possesses a greater level of duties and responsibilities over the library's facilities, collections, and programs.

ILLUSTRATIVE EXAMPLES OF WORK

(Any single position of a class will not usually involve all of the essential duties listed and many positions will involve essential duties which are not listed.)

Trains and directs library assistants in library routines; participates in reference work of a complex nature; secures reference materials from other sources. Designs and implements service delivery programs. Prepares bibliographic information for special projects. May be responsible for library policy interpretation, the opening or closing of the library facility, its security and for resolving patron emergencies.

Promotes reader interest and full use of library resources by assisting patrons to locate and select reading materials and providing library instruction in the use of the online public access catalog and the Library's electronic resources.

Catalogs books and other materials using recognized standards for descriptive and subject cataloging. May produce original cataloging and/or authority work in the absence of available copy.

Identifies patron needs and evaluates collection and use patterns. Develops services to meet these needs.

Conducts online searches in electronic data bases.

Conducts presentations to the public or other libraries on library services.

May prepares a variety of written materials about special events and library services.

LIBRARIAN (Cont.)

Solicits support for specialty program services from community sponsors.

Prepares exhibits and interactive displays.

Plans and conducts special programs. Coordinates cultural and entertainment programs for youth or adults.

Performs other related work as required.

WORK QUALIFICATIONS

Graduation from a four year college or university supplemented by a Masters degree in library and information science. An equivalent combination of experience and training is also required which provides the following knowledges, skills, and abilities:

Considerable Knowledge of the principles and practices of library science.

Considerable knowledge of modern library procedures, techniques, and technology.

Knowledge of national standards related to descriptive cataloging, subject cataloging, and subject classification.

Thorough knowledge of sources and procedures used in reference—and bibliographic research, and book review.

Knowledge of a variety of software programs supporting library science and office support functions.

Thorough ability to communicate effectively, both orally and in writing.

Thorough ability to establish and maintain effective working relationships with employees and the public.

Ability to apply library science principles and techniques to operating problems coordinate division programs consistent with Library policies and procedures.

Ability to operate and troubleshoot computers, printers, scanners, and other peripherals may be required if assignment is in the audio-visual division.

Ability to plan and organize work independently. and to train and direct other personnel.

Some positions may require possession of a valid Oregon driver's license or Class C license and the ability to meet the City's driving standards.

Ability to work various assigned hours including evening and weekend work.