



Librarian I Librarian II

General Information

Classification Code:	MGRANL
Effective Date:	June 14, 2023
Pay Grade:	C41-C42
FLSA Status:	Exempt

Position Summary

Performs a broad range of routine to complex professional public librarian duties and technical services in one or more assigned library divisions or areas of specialization. Supports library development through planning and implementing goals, preparing budgets, managing grants, collection maintenance and development, community outreach, marketing on-line and in print, and creating age-leveled programs. Performs other duties of a similar nature or level.

Classification Characteristics

The Librarian I and II positions fall under the Management Analyst classification. Management Analysts make process decisions and decide how to best achieve the objectives, standards or guidelines established at higher levels and may include lead responsibilities. The Management Analyst is a broad professional classification that encompasses incumbents engaged in a wide range of analytical, research, budget management, and program management activities.

Librarian I – Employees at this level generally have minimal professional experience and perform more day-to-day routine activities and recurring library activities for which there are defined processes, procedures, instructions, models, and precedents. Operates at the tactical and transactional levels. As experience is acquired, employees are expected to perform with increasing independence. This level requires general knowledge of basic analytical process and program knowledge and the ability to interpret a variety of data.

Librarian II – The Librarian II differs from the Librarian I by the level of complexity and the diversity of assignments. Employees assigned to this classification have full responsibility for a variety of diverse activities, including leading work teams and projects in areas unrelated to typical area of focus, managing larger/more complex grants, and participation or involvement with city/state/national committees or projects. Employees have also demonstrated the knowledge and the ability to deal independently with complex and sensitive issues; lead or manage small to mid-sized projects; they work independently with minimal supervision and receive only occasional instructions or assistance as new or unusual situations arise. *Positions assigned to this classification are typically filled by advancement from the first level. When filled from the outside, they require several years of prior experience in the assigned field.*

Essential Duties

The duties listed below are a typical sample; position assignments may vary.

- 1 Provides accurate, courteous, and efficient customer service to internal and eXternal customers. Consistently represents the library in a positive manner and provides training/guidance to staff. Monitors patron behavior and ensures positive and harmonious interaction and relationships amongst patrons and library staff; assists in the overall security of the library and its premises.

Essential Duties	
2	Assists in the development, implementation, and evaluation of programs and services in various sections that may include cataloging, reference, youth services, and adult services; assists in developing and implementing section goals and objectives. Regularly reviews and evaluates library procedures and implements procedural changes as necessary to improve efficiency and/or patron service; evaluates library policies and recommends changes/updates to library management.
3	Participates in the operational support of the automated library system such as system backup, record keeping, generating, and distributing notices and reports, and general system maintenance and troubleshooting.
4	Promotes interest in library resources and programs through publicity, program brochures, cooperation with various community groups, and public contacts; speaks before civic groups, students, businesses and other organizations. Drafts, edits, designs, and prepares materials to share with the community and make library resources and activities more accessible. May include the following: news releases; newsletters; signs; flyers for the public; social media posts and webpage design.
5	Provides general and specialized reference, readers' advisory and material selection assistance; research and answers complex patron questions; performs online reference searches in state, national and commercial bibliographic databases; utilizes local systems and external resources to assist patrons in location and/or selection of materials; explains library policies and services to patrons.
6	Develops collections consistent with collection development policy; evaluates costs and usage; selects, recommends, and purchases materials for library collection including books, audiovisual materials, digital materials, online databases and services, and other items; evaluates print and non-print donations for suitability to the library; weeds print and non-print collections; monitors patron demand (including review of patron purchase requests) and analyzes collection for gaps and equity; manages assigned collection budget(s).
7	Develops, coordinates, schedules, and presents programs and events such as technology trainings, classes, book clubs, story times, author talks, performances and other programming of interest and utility to the community and patrons; continually assesses community programming needs; manages assigned programming budget(s).
8	Prepares grant and special funding applications and reports; monitors and controls grant expenditures.
9	May serve as person-in-charge as assigned or in absence of supervisor or lead worker; respond to situations such as escalated patron inquiries, facility issues, incident reports, patron conflicts and exclusions, staffing issues within guidelines and level of authority; contact appropriate City personnel and/or library management according to procedures.
10	Depending on assignment, may perform original and copy cataloging of all formats of library materials to facilitate their identification, access, and use with DDC, MARC records, OCLC, and RDA. Maintain authority records and perform needed authority work in the database.
11	Performs other duties of a similar nature or level.

Functional Specific Responsibilities
N/A

Qualifications
<p>Minimum Qualifications:</p> <ul style="list-style-type: none"> • <u>Librarian I</u> – Bachelor’s degree and 0-2 years of relevant professional experience or any equivalent combination of knowledge, skills, education, and experience to successfully perform the job. • <u>Librarian II</u> – Bachelor’s degree and 2-5 years of relevant professional experience or any equivalent combination of knowledge, skills, education, and experience to successfully perform the job. • A Master’s level library and information science degree preferred.

Qualifications

Licensing/Certifications:

- Valid Oregon driver's license

Technology Skills:

- Desktop publishing software — Microsoft Publisher; Canva
- Electronic mail software — Email software; Microsoft Outlook
- Graphics or photo imaging software — Internet browser software — Web browser software
- Library software — Sirsi WorkFlows; SpringShare; OCLC
- Office suite software — Microsoft Office software
- Operating system software — Microsoft Windows
- Presentation software — Microsoft PowerPoint
- Spreadsheet software — Microsoft Excel
- Video creation and editing software — Web page creation and editing software — SpringShare LibGuides
- Social media platforms—Facebook; Instagram; Twitter; YouTube; TikTok
- Word processing software — Microsoft Word

Knowledge Required:

- Administrative — Knowledge of administrative and office procedures and systems such as word processing, managing files and records, stenography, and transcription, designing forms, and workplace terminology.
- Communications and Media — Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.
- Computers and Electronics — Knowledge of electronic equipment, and computer hardware and software, including applications and programming.
- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Education and Training — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Skills:

- Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.
- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Instructing — Teaching others how to do something.
- Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Reading Comprehension — Understanding written sentences and paragraphs in work-related documents.
- Service Orientation — Actively looking for ways to help people.
- Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.
- Speaking — Talking to others to convey information effectively.
- Time Management — Managing one's own time and the time of others.
- Writing — Communicating effectively in writing as appropriate for the needs of the audience.

Physical Requirements										
Reach – Forward			X			Noise – Low				X
Reach – Backward			X			Noise – Moderate		X		
Climbing – stairs		X				Noise – High	X			
Climbing - ladder	X					Low Light	X			
USE OF HANDS						Heat	X			
Grasping – whole hand				X		Cold	X			
Grasping – pinch grip				X		Restricted workspace	X			
Fine manipulation/feeling				X		Vibration – whole body	X			
Keyboarding				X		Vibration - extremity	X			
LIFT/CARRY						JOB SPECIFIC				
0-10 lbs.			X			Driving – vehicle/equipment		X		
11-20 lbs.		X				Operate foot controls	X			
21-50 lbs.	X					Seeing				X
51-75 lbs.	X					Talking				X
76-100 lbs.	X					Hearing				X
						Extended work hours		X		

Classification History

2012.01 – Created
2023.06 – Revisions & reformatting by HR

I have reviewed the job description.

Employee: Name _____ **Signature** _____ **Date** _____