City of Bellingham
# Classification Specification

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| **CLASS TITLE** | **Librarian I** |
| **DEPARTMENT** | **Library** |
| **UNION:** | **114L** |
| **SG:** | **L-1** |
| **CS:** | **N** |
| **FLSA:** | **N** |
| **EE04CODE:** | **PR** |

## NATURE OF WORK:

Responds to a full-range of readers' advisory, informational, research and referral questions; provides instruction in the use of Library resources. Responsibilities include significant public contact; may be responsible for services to unique population groups or for a specialized service or subject area. Provides general training, and technical guidance to Library staff on library resources, trends, and technologies. Takes a proactive leadership role in the resolution of daily operational situations and issues as they emerge.

## DISTINGUISHING CHARACTERISTICS:

The Librarian I classification is distinguished by its primary focus on performing professional public service functions. A Librarian I relies on direction from Librarian II or member of the Library management team when working on more complex assignments.

## SUPERVISORY RELATIONSHIPS:

Reports to a member of the Library management team. Work is performed within established Library policies, procedures, standards and professional practices, under the general guidance of management or other professional employee of higher classification. May provide training, direction, and technical guidance to staff in a lower classification, as assigned.

## ESSENTIAL FUNCTIONS:

1. Provides professional service to the public, using varied communication tools and methods. Responds to a full-range of readers' advisory, informational and specialty service questions using a variety of digital and print information sources.

2. Provides instruction to community members and library staff on how to effectively use library resources and technologies, using a variety of tools and methods; assists in developing curriculum.

3. Prepares bibliographies, booklists, displays and instructional materials to help members of the public locate materials.

4. Promotes, educates and supports Intellectual Freedom principles with staff and patrons. Resolves related concerns or redirects to appropriate source.

5. Prepares, presents, or facilitates programs such as book talks, book discussions, or community forums to meet the reading and educational interests of the community and further the mission of the library.

6. Serves as person-in-charge as assigned, typically on nights and weekends. Provides leadership to resolve daily operational situations and issues, such as meeting room schedule conflicts, questions regarding unexpected employee absences, and facility issues. Manages more complex issues until they can be elevated to higher classified staff.

7. Performs routine public service functions such as patron account maintenance, negotiating payment arrangements and checkout agreements with patrons, including cash and credit card transactions.

## ADDITIONAL WORK PERFORMED:

1. Maintains an awareness of current library issues and trends by reading professional and related literature. Attends conferences, classes, and workshops to continue professional development and education.

2. May provide direction to staff in lower classifications and volunteers

3. May perform collection development duties in a specified area, including selection and weeding. May participate in planning and implementing special projects related to collections.

4. May be responsible for Library services to unique population groups or for a specialized Library service.

5. May contribute to development of Library policies and procedures.

6. May serve on task forces or committees.

7. Performs other related work of a similar nature and level.

## KNOWLEDGE, SKILLS, AND ABILITIES:

Working knowledge of:

- Current principles and practices of public library service, and the future and emerging role of the public library in the community.
- Current trends, innovations, technologies, techniques, and materials in the library profession.
- The principles of Intellectual Freedom and patron confidentiality.
- Library operations, procedures, services, and policies as well as relevant City policies.
- Library collection development practices.

- Customer service principles and techniques.

Skill in:
- Using new and emerging technologies related to the provision of library services.
- Using computers, software, equipment, and electronic devices to perform library work, assist patrons, and train staff.
- Working with unique population groups.
- Effective problem solving and decision making.
- Written and oral communications, including speaking to large and diverse audiences.
- Planning and organizing workload.

Ability to:
- Articulate, support, and implement the mission, goals, and policies of the Bellingham Public Library.
- Establish and maintain positive relationships with local governments, community organizations, patrons and staff.
- Convey enthusiasm about learning, books, library resources, and the library's role in the community.
- Learn, support, and provide training on new and emerging library technologies.
- Clearly, succinctly and effectively communicate ideas and thoughts, both verbally and in writing, with a diverse population in library, in community, online and in public settings.
- Analyze day-to-day public service concerns, proactively problem-solve to resolve situations, and provide guidance to staff when appropriate.
- Identify and, when appropriate, refer to management, complex or ongoing issues that may require further analysis or changes in policy or procedures.
- Maintain awareness of issues and events relevant to the City of Bellingham and the region.
- Ability and willingness to demonstrate the City of Bellingham's Public Service Competencies of service orientation, results orientation, and teamwork and cooperation.
- Handle a wide range of challenging situations.
- Adapt, be flexible and open to change, with a problem-solving perspective and tolerance for considerable ambiguity.
- Be accurate, thorough, and timely in the completion of assignments.
- Mentor, train and model professionalism for other staff.
- Maintain consistent and punctual attendance.
- Physical ability to perform the essential functions of the job including:
    - Hearing and verbal ability sufficient to communicate using a telephone or in person;
    - Dexterity and near distance visual perception sufficient to operate office equipment, design documents and web pages, and handle files and paperwork;
    - Transport 10-20 lbs. occasionally; up to 40 lbs infrequently;
    - Reach shelves from six feet high to floor level;
    - Stand for up to three hours;
    - Move a loaded book cart.

**WORKING ENVIRONMENT:**

Work is performed extensively at a computer workstation, often shared with other staff, with periods of prolonged sitting or standing. Duties are performed primarily indoors, but may take place offsite, with frequent interaction with co-workers and the public. Environment includes a normal range of noise and other distractions working around specialized library equipment and standard office equipment.

**EXPERIENCE AND TRAINING REQUIREMENTS:**

- Master's degree from a school accredited by the American Library Association.
- Experience working with current library technologies
- Public library experience preferred.

**NECESSARY SPECIAL REQUIREMENTS:**

- Washington State Certification as a librarian or the ability to obtain certification at time of hire.
- Valid Washington State driver's license by time of hire and good driving record. Candidate must submit a three-year driving abstract prior to hire.
- Willingness and ability to work various shifts depending upon the needs of the library, including evenings and weekends. Must be able to adapt to schedule changes on short notice.
- Employment contingent upon passing a criminal convictions check, child and adult abuse records check and local background check.

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