City of Bellingham
Classification Specification

CLASS TITLE	**Librarian II**
DEPARTMENT	**Library**
UNION:	**114L**
SG:	**L-2**
CS:	**N**
FLSA:	**N**
EE04CODE:	**PR**

NATURE OF WORK:

Performs a variety of professional in-library, out-of-library and online programs and services including providing instruction in the use of library resources; outreach to community groups and organizations; developing and conducting programs; responding to informational, research, and reader's advisory questions; and selecting materials and maintaining designated Library collections. Responsibilities include significant public contact, both within the library and through outreach efforts; providing leadership, training, direction, and technical guidance to Library staff on library resources, trends, and technologies; and analyzing collection development needs. May be responsible for services to unique population groups or for a specialized service or subject area. Develops and implements services and programs to meet the needs of the community and further the mission of the Library; initiates and assists in projects that promote the services and resources of the Library through active participation, networking, and leadership in the community. Takes a proactive leadership role in a variety of programs, projects and the resolution of daily operational situations and issues as they emerge.

DISTINGUISHING CHARACTERISTICS:

The Librarian II classification performs mid-level professional library work with responsibility in a variety of Library operations. Work in this classification is distinguished from Librarian I by the greater complexity of the assignments including a focus on collection development and maintenance and programming functions.

SUPERVISORY RELATIONSHIPS:

Reports to a member of the Library management team. Work is performed with significant independence within established Library policies, procedures, standards and professional practices. May provide training, direction, and technical guidance to staff in a lower classification, as assigned.

ESSENTIAL FUNCTIONS:

1. Recommends library materials in all formats to library patrons and community groups. Trains other staff to provide library materials recommendations.

2. Develops and maintains specific areas of the library's materials collection in all formats, in-house and online, that meet community interest and demand. Maintains designated Library collections, including selection, weeding, and monitoring spending to stay within established budgets. Monitors community interests and trends, maintains awareness of local and regional issues, actively seeks feedback from the public and staff, and reviews usage to assure the library's collection is relevant.

3. Develops education and curriculum using appropriate analysis and research methods to obtain required information. Provides education to community members and library staff on how to effectively use library resources and technologies, using a variety of tools and methods.

4. Develops and implements programs, workshops, classes, and other events to meet the reading and educational interests of the community and further the mission of the library.

5. Develops and maintains relationships in the community by participating in community activities and providing information, answering questions and discussing community needs for services; speaks publicly to groups about the Library and its services and resources.

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

7. Serves as person-in-charge as assigned. Provides leadership to resolve daily operational situations and issues and training, direction and technical guidance to library staff. Manages more complex issues until they can be elevated to higher classified staff.

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

2. May gather, analyze, and report on statistical information about program attendance, usage statistics for print and electronic resources, or other metrics.

3. May recruit, train, supervise, and evaluate volunteers.

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

5. May assist with updating and creating content for the Library's website and other digital assets.

6. May write, edit and/or prepare library communications as assigned.

7. May coordinate special projects as assigned.

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

KNOWLEDGE, SKILLS, AND ABILITIES:

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.
- Thorough knowledge of 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.
- Project management.
- Written communications, including writing in a variety of formats for a wide range of purposes.
- 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
- Think creatively in developing library programs and services that engage the community.
- Learn, implement and support 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.
- 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.
- 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 acuity 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;
    - Lift and 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;
    - Push 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.
- Two years of professional library experience, or equivalent, directly related to the job to be performed.
- Experience working with current library technologies.
- Experience developing and implementing library programs, trainings, and events.
- 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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