City of Bellingham
# Classification Specification - Civil Service or AFSCME

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| **CLASS TITLE** | **Librarian III** |
| **DEPARTMENT** | **Library** |
| **UNION:** | **114L** |
| **SG:** | **L-3** |
| **CS:** | **No** |
| **FLSA:** | **N** |
| **EE04CODE:** | **PR** |

## NATURE OF WORK:

Oversees the operations of one or more specialized Library departments or facilities, such as Information and Reader Services, Children's Services, or Technical Services. Responsibilities include supervising staff, developing and implementing policies, providing staff development and training, and performing a variety of administrative duties. Articulates, supports, and implements the mission, goals, and policies of the Bellingham Public Library.

## DISTINGUISHING CHARACTERISTICS:

The Librarian III classification is distinguished by advanced professional library work with highly responsible supervisory and managerial work in a variety of Library operations and includes administrative leadership. This classification is distinguished from the Librarian II classification by its supervisory and management responsibilities including oversight of one or more specific Library departments.

## SUPERVISORY RELATIONSHIPS:

Reports to Library Director. Directly supervises professional and support staff in various Library operations and works collaboratively with Library staff, City staff, area library staff and members of the community to include other potential collaborations with Whatcom Community College, Bellingham Technical College and Western Washington University.

## ESSENTIAL FUNCTIONS:

1. Performs all functions and work of Librarian I and II classifications.
2. Plans, organizes, and coordinates all activities of one or more primary departments of the Library, such as Information and Reader Services, Children's Services, or Technical Services.
3. Assists the Director in overall management of the Library as an active and collaborative member of the Library Management Team.
4. Supervises staff within assigned Library department. Includes recommending hire, orienting and training newly hired staff, staff training and development, and all aspects of performance management. Makes recommendations on staffing allocations and other personnel matters.

5. Participates in developing the Library's annual budget. Analyzes Library needs, resources and projected revenues; reviews and prioritizes budget requests.
6. Participates in long-range and strategic planning for the Library.
7. Evaluates and reviews current services, policies, and procedures to identify and solve problems, improve public service and/or evaluate use of available resources.
8. Develops new services, policies, and procedures as needed.
9. Develops statistical and other reports for policy development for a department of the Library.

## ADDITIONAL WORK PERFORMED:

1. Provides public desk assistance and may be included in the evening and weekend desk rotation.
2. Participates in professional organizations, conferences, and training.
3. Participates in the annual planning process for the development of goals and objectives. Makes recommendations for the development of the annual budget and tracks departmental budget.
4. May serve as librarian-in-charge in the absence of Library administrators.
5. Other related duties within the scope of this classification.

## KNOWLEDGE AND SKILLS:

Thorough knowledge of:
- And commitment to the mission, principles and "best practices" in librarianship.
- Principles and practices of all professional library work.
- Trends and developments in public library management.
- Current collection development and customer-service practices, trends, and innovations.
- Federal and State statutes as applied to libraries and personnel.
- General management principles and practices, including effective leadership techniques.

Excellent skills in:
- Oral and written communication.
- Using automated library systems.
- Planning, implementing, and evaluating appropriate services within the budget and staff resources available for Library department.

Ability to:
- Formulate, organize and execute complex plans of work.
- Lead, train, coach and mentor others.
- Direct and evaluate work of others.
- Work well with others.
- Work independently and with integrity.
- Be accurate, thorough and timely.
- Tolerate considerable ambiguity.
- Effectively coordinate, evaluate and supervise staff within Library department.
- Establish and maintain effective working relationships with the general public, community organizations, co-workers and supervisors.
- Effectively represent the Library and the City at meetings and workshops.
- Work effectively as part of a team.

- Articulate, support, and implement the mission, goals and policies of the Bellingham Public Library.
- Demonstrate the Public Service Competencies of service orientation; results orientation; and, teamwork and cooperation.
- Physical and intellectual ability to perform the required work.

**WORKING ENVIRONMENT:**

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

**EXPERIENCE AND TRAINING REQUIREMENTS:**

- Master of library science degree from a school accredited by the American Library Association.
- Three years of progressively responsible professional library experience.
- Two years of supervisory experience.
- Extensive customer service and community outreach experience.
- Public library experience preferred.

**NECESSARY SPECIAL REQUIREMENTS:**

- Washington State certification as a librarian by time of hire.
- Must pass local police and Washington State Adult/Child Abuse records check prior to hire.
- Ability to work evenings and weekends and to adapt to schedule changes on short notice.

**PREPARED BY:** Pam Kiesner
Madeline Sheplor
6/06

**REVIEWED BY:** _____
Pam Kiesner
Library Director