City of Bellingham
Classification Specification

CLASS TITLE	**Library Specialist I**
DEPARTMENT	**Library**
UNION:	**1937**
SG:	**106**
CS:	**No**
FLSA:	**Y**
EEO/ SOC CODE:	**PP/25-4031**

ENTRY/PROMOTIONAL

NATURE OF WORK:

Performs advanced library support work requiring specialized or technical knowledge and skills in an assigned area. Types of work include extensive data entry; orders, receives and locates materials; performs research; maintains and monitors records such as serials control, invoices, accounts payable, and assigned budget. Uses on-line bibliographic utilities and other cataloging sources, as well as standard software applications such as word processing, database, and spreadsheet applications. May provide daily direction and oversight to lower-classified staff and volunteers.

DISTINGUISHING CHARACTERISTICS:

The Library Specialist I is the first level in the three-level series of library support classifications. Positions assigned to this classification perform specialized library support activities requiring significant technical knowledge and skills.

The Library Specialist I is distinguished from the Library Specialist II by the latter's responsibility for designing, coordinating, and delivering programs and performing public service work with significant personalized interaction and outreach to the public.

SUPERVISORY RELATIONSHIPS:

Reports to a Library Supervisor or a member of the Library Management team. Works independently under general guidance and direction and the guidance of City and departmental policies and procedures. Provides day-to-day direction and training to lower-classified staff and volunteers.

ESSENTIAL FUNCTIONS:

1. Receives and processes interlibrary loan requests from patrons: searches Library, OCLC (Online Computer Library Center), and other on-line sources to locate requested materials; prepares and transmits requests to other libraries; receives requested material, verifies accuracy; prepares items for patron; updates patron accounts, as appropriate.

2. Receives and processes interlibrary loan requests from other libraries: verifies availability in holdings; processes requests and material to be loaned to requesting library; submits charges to borrowing libraries as appropriate.

3. Provides daily direction to assigned staff including scheduling and distributing work, conducting training, and communicating performance concerns to appropriate supervisor.

4. Receives and processes purchase requests for materials, supplies, and equipment: verifies request accuracy; determines appropriate vendor following established criteria; submits orders; receives and processes incoming orders; approves vendor invoices and supervises payment; resolves availability, accuracy, claims, or other issues with vendors.

5. Monitors fund allocations, including gift funds, and works within a specified budget, communicating budget status and making recommendations to managers and other staff, as appropriate.

6. Maintains all aspects of serials control including processing and claiming. Resolves claims issues as appropriate.

7. Catalogs library materials and completes bibliographic records for print and non-print materials: retrieves cataloging records; verifies information; completes record; assigns call numbers; routes cataloged materials for further processing.

8. Creates, updates, corrects and monitors records, files, statistics and reports. Produces informational and statistical reports for library staff and management.

ADDITIONAL WORK PERFORMED:

1. Provides critical backup in the absence of other positions in the classification or as part of Public Services, including performing basic public service work such as checking materials in and out, responding to questions from the public, directing patrons to existing resources and referring more complex questions and readers' advisory inquiries to Public Services Librarians.

2. Completes special projects as assigned.

3. May process withdrawn materials from collection, and updates or deletes holdings from within local and on-line databases.

4. May, in the absence of the Library Administrative Assistant:
   - Record and deposit daily cash.
   - Process cash and credit card receipts.
   - Collect, count, record, and deposit monies from pay-per-use library services.
   - Review staff timesheets for accuracy, verify supervisory approval, and forward to the City payroll department.

5. May sort incoming mail.

6. Performs any duties within the Library Specialist I or lower classification and other related work of a similar nature and level.

KNOWLEDGE AND SKILLS:

Knowledge of:
- Thorough knowledge and understanding of Library policies, procedures, documentation, and protocols as they relate to the area of assignment.
- Working knowledge of the Library's cataloging system and collections.
- Basic math and basic bookkeeping principles and practices required for some positions in the classification.
- Current trends and techniques relating to area of assignment.
- Web-based research procedures and communication techniques.
- Filing systems and the ability to maintain accuracy.
- General knowledge of Library collection.
- Familiarity with genres, formats, and reading levels.

Skill in:
- Interpersonal sensitivity sufficient to recognize the special needs and concerns of library patrons.
- Excellent oral and written communication skills for effective interaction with patrons of all ages, with co-workers, vendors, and others; using courtesy, tact, and good judgment.
- Good reading comprehension.

Ability to:
- Apply the policies, procedures, and protocols related to the area of assignment.
- Proficiently use the Bellingham Public Library on-line catalog, OCLC database, other bibliographic tools, and internet search engines.
- Plan and organize workload effectively with accuracy and attention to detail.
- Perform a high volume of work with accuracy and attention to detail.
- Effectively use a computer and other standard office equipment.
- Effectively use a variety of software, including but not limited to, spreadsheets, word processing, and communication tools.
- Work independently, set own priorities, devise own work methods, perform complex duties, and follow general Library protocols and procedures with little or no direction received.
- Be flexible and work with frequent interruptions.
- Develop and maintain statistical data.
- Detect print and database errors and make appropriate corrections.
- Remain calm and effective when dealing with disruptive behavior.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Maintain consistent and punctual attendance.
- Physical ability to perform the essential functions of the job, including:
  - Reach shelves up to seven feet high and at floor level;
  - Move a loaded book truck;
  - Lift and carry items weighing up to 20 lbs., often in a confined space;
  - Correctable visual acuity to read a computer screen and a typset page;

- Manual dexterity sufficient to operate standard and specialized library and office equipment.

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. 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:

- Two years of post secondary course work, preferably in library science or library technology with course work in specific area of assignment. Associate's degree or Bachelor's degree preferred for some positions in the classification.
- One year of experience in high volume library support position.
- Experience specific to the vacancy preferred.
- **OR** An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skill, and ability to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENTS:

- Employment contingent upon passing a criminal convictions check, child and adult abuse records check and local background check.
- Ability to work evenings, weekends, and holidays and to adapt to schedule changes on short notice.

PREPARED BY: Library Support Class Study Task Force
6/07

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02/21

REVIEWED BY:_____
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