City of Bellingham
Classification Specification

CLASS TITLE	**Library Specialist 2**
DEPARTMENT	**Library**
UNION:	**1937**
SG:	**107**
CS:	**No**
FLSA:	**Y**
EEO/SOC CODE:	**PP/ 25-4031**

ENTRY/PROMOTIONAL

NATURE OF WORK:

Performs advanced library support activities to provide appropriate library materials and services to patrons of Outreach Services or Children's Services. Performs public service duties including circulation, reference assistance, reader's advisory service. Schedules, plans, prepares and conducts Outreach visits or specialized programming at a para-professional level for children and adults. Prepares marketing materials for programs and services. Serves as a lead worker.

DISTINGUISHING CHARACTERISTICS:

The Library Specialist 2 is the second level in the three-level series of para-professional library support classifications. Positions assigned to this classification perform advanced library support work. The Library Specialist 2 is distinguished from the Library Specialist 1 by designing, coordinating and delivering programs and performing public service work with significant, personalized interaction with the public. The Library Specialist 2 classification is distinguished from the Library Specialist 3 by the latter's responsibility for independently coordinating the operations of a branch library, including coordinating branch facilities and grounds maintenance.

SUPERVISORY RELATIONSHIPS:

Reports to the Community Services Librarian or Head of Children's Services. 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. Performs circulation duties and maintains circulation records: checks library materials in and out; processes Library card applications; handles overdue problems; collects fines and cashiers; handles telephone, email, and onsite questions; explains and applies Library policies. May package and mail materials to patrons, as appropriate.

2. Assists Librarian in selecting and providing appropriate library materials and services for special populations.

3. Provides reference assistance and reader's advisory service. Determines patron reading, viewing, and listening interests; selects and locates appropriate library materials considering such variables as age, reading level, and interests; compiles booklists and finding tools. Provides instruction and assistance to patrons on use of library catalog, on-line databases, and public access computers and printers.

4. Schedules, plans, prepares and conducts programs such as visits to off-site facilities, school tours, story times, workshops for adults, special events and Summer Reading Program. Maintains van schedule and schedule of events.

5. Prepares marketing information such as press releases, publicity posters, bookmarks, notices, and room displays. Designs forms, brochures and handouts. Orders and oversees print jobs.

6. Responds to violations of Library rules, including disruptive behavior and computer use infractions.

7. Makes off-site visits to provide library materials, programs and services. Provides work direction to lower-classified staff on visits. Loads and unloads the Library delivery van and drives the van as assigned.

8. Receives and responds to queries and requests, including requests for services to special populations. May assist individuals requesting service with completion of forms, setting up and demonstrating equipment, returning materials, contacting the Washington Talking Book and Braille Library with changes in addresses, requests or replacement of equipment.

9. Establishes liaison with facilities and community groups to promote Library services and facilitate service delivery.

ADDITIONAL WORK PERFORMED:

1. Represents the Library and Outreach or Children's Services to groups and facilities in the community.

2. Assists with development of policies and procedures for assigned area.

3. Networks with other professionals.

4. Creates and maintains web page for assigned area.

5. Maintains magazine collection for assigned area.

6. Performs clerical duties such as data entry, updating files and writing letters.

7. Withdraws materials from the collection and updates status of materials on database when removed. Recommends ordering replacements.

8. Supervises daily activities of Clerks, Pages and volunteers.

9. Represents Outreach or Children's Services on committees dealing with Library policies and procedures.

10. Prepares visual aids as needed.

11. Attends meetings, as assigned.

12. Orders and maintains office supplies.

13. Performs other related duties within the scope of the Library Specialist 2 classification or any lower library support classification.

KNOWLEDGE AND SKILLS:

Knowledge:
- Thorough knowledge of Library policies and procedures as they relate to specific programs.
- Considerable knowledge of library materials.
- Knowledge of reader interest levels, books and authors, and the ability to conduct a reader's advisory and reference interview as applicable.
- Knowledge of filing systems and the ability to maintain accuracy.

Skills:
- Interpersonal sensitivity sufficient to recognize the needs and concerns of special populations.
- Excellent oral and written communication skills to interact with patrons, co-workers and others using courtesy, tact and good judgment.
- Some positions must demonstrate good driving skills with the oversized delivery van and maintain a safe driving record.

Ability to:
- Plan and organize workload effectively,
- Work accurately and maintain attention to detail in an atmosphere of frequent interruptions.
- Operate computer for input and retrieval of data and a variety of other standard office equipment.
- Work independently, set own priorities, devise own work methods and follow general Library protocols and procedures.
- And willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Perform the essential functions of the job. In addition to the usual physical requirements necessary to perform in a library support position, the following abilities are required:
- Stand for up to four hours at a public service desk;
- Reach shelves up to six feet high and at floor level;
- Lift and carry library materials weighing up to 25 lbs., often in a confined space
- Push loaded book carts weighing up to 200 lbs;
- Correctable visual acuity to read a computer screen and a typeset page.

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:

- Bachelor's degree in library science, field related to the assignment, or an equivalent combination of training and experience.
- Two years of experience in a library support or para-professional experience with the Bellingham Public Library or other relevant experience and/or training necessary to provide a general knowledge of library systems and services.
- One year of experience in providing reader's advisory and ready reference
- One year experience working with special populations related to the position assignment is preferred.
- Experience interacting in partnership with groups and committees preferred.

NECESSARY SPECIAL REQUIREMENTS:

- Must pass local police and Washington State Adult/Child Abuse records check prior to hire.
- 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

REVIEWED BY:
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