

POSITION TITLE: Librarian
DEPARTMENT: Library
FLSA STATUS: Non-Exempt
SALARY GRADE: G
REPRESENTATION: None

GENERAL POSITION SUMMARY:

As a member of the Library Management Team, performs professional public library duties in one or more assigned library divisions or areas of specialization (such as Adult, Youth, Teen, Circulation, and Outreach Services). Trains and supervises staff in performing programming, reference, circulation, and outreach duties, to ensure consistent, quality service.

ESSENTIAL JOB FUNCTIONS:

- Serves as a member of the Library Management Team, meeting with the team on a regular basis to ensure quality library service. Assists in evaluating current services, state standards, and library's long term needs including technology, facility, vehicle, volunteer, and staffing needs.
- Supervises and provides direction and technical assistance to assigned support staff and volunteers, including prioritizing, and developing work plans, evaluating performance, monitoring progress on projects, interpreting policies and procedures, establishing standards, making hiring and termination decisions, and providing training and development.
- Assists members in finding information using print and online resources.
- Develops curriculum for programs. Conduct and train others to conduct curricula based on programs for various groups.
- Maintains a diverse and appropriate collection; oversee purchase and weeding of materials.
- Oversees program publicity for a specific group.
- Monitors safety concerns through viewing camera footage, sharing results with the Director, and devising a plan of action for dealing with problem situations.
- Upkeep and maintenance of Mobile Library for safe driving conditions.
- Assists employees with interactions involving dissatisfied individuals and/or public and private representatives in interpreting and enforcing departmental policies and procedures.
- Conduct readers advisory interviews to help people select materials and initiate Inter-Library Loans.
- Maintains a pleasant and decorative atmosphere in areas of the library.
- Attends LINCC committee meetings, actively engaging in projects assigned by the Director's Group.
- Monitors spending on collections, programs, and supplies for a specific group.
- Maintains portions of the Library or City website focused on a specific group.
- Investigates and responds to citizen complaints and suggestions for improving library services.
- Approaches local businesses for support of programs when needed.

- Establishes and maintains positive working relations with coworkers, citizens, the public, and other agency staff.
- Acts as a liaison to the school district, public schools, and community groups.
- Orders office and program supplies
- Performs all duties of Library Assistant, as necessary.
- Librarians will be assigned to perform duties in one or more specialized functional areas as outlined below.
- Other related duties as needed.

SPECIALIZED JOB FUNCTIONS that may be assigned based on needs of the library:

FINANCIAL OVERSIGHT ASSISTANCE:

- Creates cash reports for City Finance and does daily reconciliation/deposits funds for Sandy and Hoodland Libraries
- Codes Invoices and processes AP in coordination with City Finance Department
- Maintain petty cash and related reports
- Gather funds from CBAs to deposit.

LIBRARY VOLUNTEER PROGRAM:

- Administers and manages the library volunteer program, including all aspects of recruitment, managing performance, assigning duties, and coordination of activities.
- Leads a city team for Annual City Volunteer Appreciation event.
- Runs volunteer activity reports
- Does initial intake of volunteer applications and interviews prospective volunteers.

FACILITIES MAINTENANCE LIAISON:

- Assesses condition of buildings and acts as the main point of contact between City facilities staff and outside contractors.
- Utilizes City software to request maintenance of facilities.
- Communicate with janitors about building concerns and needs

TECHNOLOGY LIAISON:

- Works closely with LINCC and City IT to troubleshoot and maintain staff and public computers, copiers, and phones.
- Troubleshoots and maintains library CBAs, RFID pads, and Self-checkout machines.

CIRCULATION SERVICES:

- Develops, conducts, and trains staff in circulation software and library circulation policies
- Maintains and updates the Circulation Policy Manual.
- Runs and resolves various problem reports including; in transit too long, lost/paid, missing items, and hold shelf inventory.

- Provides assistance and reports for Librarian staff related to collection maintenance. Identifies and investigates problem items and assesses damaged charges on patron accounts.

OUTREACH SERVICES:

- Manages a centralized outreach calendar and organizes outreach events, and programs in collaboration with staff in all divisions of the library.
- Develops, prepares and presents ongoing evaluations of outreach services and other measurable data related to outreach to inform future program planning.
- Attends and participates in outreach events, including driving outreach vehicle, providing circulation assistance during visits, and maintaining program equipment, supplies, and materials.
- Collaborates with partners and community groups to plan, promote, and execute outreach events.
- Maintains and updates the Outreach Policies and Procedures Manual and provides training and support for outreach staff.

SCHEDULING ASSISTANCE:

- Oversee all staff and substitute scheduling for libraries and outreach services
- Assists the Library Director in review and approval of timesheets.
- Schedule meeting rooms for programs, outside presenters, and public meetings.

JOB SPECIFICATIONS:

Mandatory Requirements:

- Master's degree in Library (and Information) Science.
- Two to three years' library experience, including one-year supervisory experience.
- Any satisfactory equivalent combination of experience and training which ensures the ability to perform work may be substituted for the above.

Necessary Knowledge, Skills and Abilities:

- Working knowledge of Library Schema. Understanding of computer operations in libraries, personal computer usage, integrated library systems, online library catalogs, online reference sources, and search strategies Library ILS, MS Office Suite, Google Apps.
- Principles and methods of leadership.
- Knowledge of library procedures, principles, and organization, including reference tools and a broad variety of literature and authors.
- Ability to supervise and delegate in an efficient manner.
- Principles and processes for providing quality customer service. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Ability to pay close attention to detail and to understand written and oral instruction.
- Ability to establish and maintain harmonious working relationships with employees and the public.
- Interpersonal skills using tact, patience, and courtesy.

- Ability to work independently and complete work with numerous interruptions.

Special Requirements/Licenses:

- Possession of or required to obtain a valid driver's license within thirty (30) days of hire. Must have a safe driving record.
- Must be able to pass the department's security clearance standards, including Reference check, Criminal History check and satisfactory driving record.

SUPERVISION RECEIVED:

Works under the direction of the Library Director.

SUPERVISORY RESPONSIBILITIES:

Employees in this class supervise and instruct volunteers, community service staff, and on-call employees.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

- Be able to lift and carry materials weighing up to 30 pounds
- Be able to reach above the head and bend to floor level
- Ability to maintain physical condition necessary for standing, bending, kneeling and moderate lifting.
- Sufficient strength and stamina to walk and stand for several hours at a time.
- Ability to operate a computer to access and input data, and type at an acceptable rate of speed.

TOOLS AND EQUIPMENT USED:

Computers, Photocopy machines, and other office equipment.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee works in a Public Library Building or Mobile Library. This has characteristics of an office environment, as well as a retail environment.
- This position participates in outreach activities outside of the library building. These activities could take place in an elementary, middle, or high school, a public park, or other public buildings or locations.

- Must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related or logical assignment to the position.

Sarah McIntyre

Library Director

Adopted: 06/27/2016

Revised: 10/17/2016, 02/08/2018, 12/31/2018, 8/2020, 6/2023, 11/2024, 10/2025, 8/2026

Reclassified: 8/2026 (G)

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee

Date