



Effective: June 1, 2023
City of Sweet Home
Librarian – Programming and School District Librarian
Job Description
FLSA Non-exempt
AFSCME
Approved by: _____

Librarian – Programming and School District Librarian

The City of Sweet Home values trustworthy employees with a positive attitude who are willing to offer great service, are committed to customer satisfaction and actively support and uphold the City's mission and values. Professionalism, tact, and strong interpersonal skills are important to be an effective and efficient team member. Day to day responsibilities are unique to each role but contribute to a common direction and a collaborative work environment. Regular attendance is essential for continuity, productivity, and success. Practicing good judgement which exemplifies integrity is essential. Employees are to be responsible and accountable for their work and treat others in a respectful and supportive manner. The City encourages employees to develop themselves professionally and personally.

A. SUMMARY:

Under supervision of the Director of Library Services performs circulation functions and basic clerical activities in support of library services; provides basic information about materials, programs and services; participates in the planning and executing of children's programs for the Sweet Home Public Library and the Sweet Home School District.

B. SUPERVISION RECEIVED AND EXERCISED: Supervision is not a responsibility of this position.

C. EXAMPLES OF DUTIES: The duties listed here are intended for illustration. The omission of any assignment does not exclude it from the position.

1. Planning, implementing, and managing programs for community members of all ages, under the supervision of the Library Director and with assistance of library staff and volunteers.
2. Foster literacy, encourage reading and learning for enrichment and pleasure for all ages.
3. Planning, implementing, and managing the Library's iRead Summer Reading Program for all ages.
4. Consistently present the Library and its resources to the public in a positive manner.
5. Work with Library Director to cultivate relationships with local organizations, businesses, interest groups, and underserved populations in order to identify ways that the library can support these communities through programming and library services.
6. Oversee Sweet Home School District Libraries and library media specialists, and provide guidance as necessary. Create a collection development plan and policies for each school library.
7. Answers basic questions about Library policies, facilities, and resources and explains Library rules and procedures by phone or in-person.
8. Performs various circulation duties, including checking library materials in and out and patron registration using the library computer system.

9. Resolves overdue problems and checks returned materials for damage. Resolves overdue and damage issues with patrons.
10. Collects monies for overdue, lost, and damaged items and correctly makes change.
11. Demonstrates or assists in training library customers in the use of the online catalog.
12. Shelves books and other materials.
13. Maintains regular job attendance and adherence to working hours.
14. Develops and sustains positive, cooperative team-oriented working relationships with supervisor, coworkers, other city employees, and volunteers.
15. Follows all safety rules and procedures.
16. Ensures building security.
17. Maintains proficiency by attending trainings, webinars and workshops as required.
18. Maintains work areas in a clean and orderly manner.
19. May on occasion, operate a motor vehicle to attend training or courier materials.
20. Performs other duties as assigned.

D. QUALIFICATIONS

Knowledge of:

- Applications of automated library circulation systems
- Standard library practices and procedures, including circulation and cataloging
- Record keeping principles and procedures
- Basic arithmetic principles and cash handling
- Modern office practices, methods, and computer equipment and applications
- English usage, spelling, vocabulary, grammar, and punctuation
- Library story time basics;
- Basic knowledge of budget practices;
- General library principles, including confidentiality of customer information, freedom of information, and intellectual freedom;
- Current principles, practices, procedures, techniques, and materials of professional library work.
- Rural or Small Library challenges and opportunities.
- K-12 Collection Development

Ability to:

- Exercise good judgment, courtesy and tact with the public
- Operate relevant computer systems, including hardware, software and office machines
- Communicate effectively, both orally and in writing, using proper grammar and spelling in the English language
- To provide services and support to varying individuals and groups
- Requires the physical ability to perform the essential job functions
- Apply policies and procedures
- Effectively communicate clearly, tactfully, and courteously
- Communicate effectively and professionally with diverse audiences, including the public and City personnel at all levels
- Resolve conflicts and maintain harmonious working relationships throughout the organization and with other agencies and departments
- Maintain regular job attendance and adherence to working hours
- Operate computers, telephone, keyboard, monitors, eBook-readers, projectors, mouse,

calculators, printers, and other standard office equipment.

E. WORK ENVIRONMENT/PHYSICAL DEMANDS

Essential duties require the following physical abilities and work environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this position the employee is required to sit, stand, walk, bend, kneel, stoop, communicate, reach, grip, push, pull, and manipulate objects.
- The position requires mobility including the ability to move materials unassisted weighing up to 5 pounds on a regular basis such as files, books, office equipment, etc.
- Manual dexterity and coordination are required more than 50% of the work period while operating equipment such as computers and other standard office equipment.
- The position requires the ability to identify colors.
- Ability to stand at a workstation for extended periods, the employee will typically perform in an office environment under usual office working conditions.
- The noise level in the work area is typical of most office environments, with some telephones, personal interruptions and background noises, and also includes exposure to alarms and frequent voice conversations.
- Near visual acuity to read printed materials and computer screens.
- Occasional ability to lift, carry, and put away parcels weighing up to 34 pounds each.
- An employee in this position regularly interacts with the general public and performs some work in crowded areas.
- Work is performed in a library environment and includes exposure to dust, chemicals, and inks about 20% of the work period.

EXPERIENCE AND EDUCATION

Experience

One (1) year of library or general clerical experience that includes public service experience required.

Education

Graduation from an accredited institution with a Master's degree in Library Science; or a bachelor's degree from an accredited institution, or an equivalent combination of experience and training. A Licensed Media Endorsement is required if you do not have an MLS degree. Those currently enrolled in Master's of Library Science or Licensed Media Endorsement programs are encouraged to apply.

LICENSE AND CERTIFICATE

State of Oregon Driver's License or ability to obtain within six (6) months for operation of a City vehicle. The School District Library/Media Center Librarian portion of this position will require a professional degree or certification (as defined by the state standards).

Desirable Qualifications

Experience in local government.

Experience creating and presenting library programs for any age.

Experience in K-12 schools or libraries.

Experience in a small or rural library.