



EMPLOYMENT OPPORTUNITY

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PLEASE POST

Librarian I, Public Services - Employment Pool

JOB NUMBER: 2004-087

General Position Information

This announcement will be used to create a pool of qualified applicants to fill regular Librarian I positions located at various KCLS Community Library Clusters. All our libraries have been organized into clusters. When you indicate an interest in working at a cluster on page 2 of the *Applicant Data Sheet*, you must be available to work in all community libraries within the cluster. The number of hours in each regular position will vary as openings occur.

We are currently accepting applicants for regular positions only. Limited number of Librarian I substitute positions are filled from the Employment Pool as needed.

COMPENSATION: Starts at \$28.934 per hour, plus excellent benefits for regular union represented employment positions.

POOL SCREENING PROCESS: Applications are being accepted on an on-going basis and will be screened as they are received. Individuals who qualify will be placed in the employment pool according to the employment interest, location preference, and available hours indicated on the Applicant Data Sheet.

TO APPLY: Submit one completed set of King County Library System (KCLS) application materials (available on our website) and the attached supplemental questionnaire. A resume and cover letter are also desired. **Current KCLS regular employees who want to be considered for any Librarian I, Public Services openings must apply and be accepted into the Librarian I, Public Services Employment Pool to be considered for those openings.** Application forms are available at any KCLS branch library, the Issaquah Service Center, or can be downloaded at <http://www.kcls.org/employment>. Submit completed application to address below:

OUR ADDRESS: King County Library System
Human Resources Department
960 Newport Way NW
Issaquah, WA 98027

Phone: 425-369-3224
Fax: 425-369-3214

Position Description:

Perform a variety of professional library services in conjunction with selection, maintenance and circulation of KCLS materials to meet the educational, recreational and information needs of the community. Promotes library services to the community through education and outreach to schools.

Duties and Responsibilities:

- Answer reference questions by phone, in person, or electronically.
- Assist patrons in use of library collections through reference interviews, database and web searches, reader's advisory, and instruction in the use of computer software to locate requested material. Maintain current knowledge of materials, resources and services throughout the KCLS and refer patrons as required.

OVER

Responsibilities, continued:

- Establish liaison with schools, and appropriate agencies and organizations within the community in order to promote library services and facilitate programming and service delivery.
- Plan, schedule, and arrange publicity and present booktalks, book discussions, storytimes and programs developed for various age groups.
- Promote library services to generate increased usage.
- Maintain print and electronic collections, files, and indexes as assigned including weeding, selection, replacements and ongoing maintenance.
- Respond to patron complaints and problems.
- Perform circulation and related clerical activities as workload dictates.
- Conduct library tours and teach classes to the public.
- Perform other related duties as assigned.

Secondary Responsibilities:

- May design and implement training.
- May select and collaborate with Collection Management Services to provide relevant collections based on knowledge of community and/or target audience interests.
- May coordinate community library volunteers.

May perform one or more of the following relevant functional areas:

Children's: Plan, perform and promote story times and other services identified in the community library annual plan and those developed centrally for implementation at the community library. School visits.

Teen Services: Plan, provide and promote special programs such as teen councils, book discussion groups, etc. and other programs developed centrally for implementation at the community library. School visits.

Reference: Responsible for assigned specialty area and may coordinate planning for local programs such as public computer programs.

(The duties listed above are intended only as illustrations of the various types of work that may be performed.)

Qualifications:

Knowledge:

- Knowledge of a wide variety of reference sources, authors, literature, publishers and publications.
- Thorough knowledge of Dewey Decimal Classification system and Library of Congress subject headings.
- Knowledge of search strategies used for retrieving information from electronic databases.
- Considerable knowledge of English.
- Knowledge and support of the principles of intellectual freedom.

Skill In:

- Reading, writing, speaking and understanding the English language.
- Working effectively, with a teamwork orientation, in daily activities as well as addressing problems and unique situations.
- Using independent judgment and making good decisions when resolving problems relating to employees and patrons/public.
- Use of computer hardware and software including the Internet and electronic databases.
- Diagnosing problems and developing solutions.
- Listening to, understanding and interpreting the concerns of system users.
- Establishing and maintaining good customer relations.
- Providing work direction and general support to clerical staff.

Ability to:

- Operate computers, printers, copiers, and any other equipment commonly utilized in a library.
- Clearly, succinctly, and effectively communicate ideas and thoughts both verbally and in writing with a diverse population.
- Recognize and set priorities, and to plan, coordinate and organize own work.
- Work a varied schedule, including evenings and weekends.
- Use diplomacy and tact to establish and maintain relationships with customers, subordinates and peers.
- Operate with a minimum of supervision and work collaboratively in a team environment to find solutions to problems.
- Manage time to maximize productivity.

Education/Experience:

- Master's of Library Science Degree from an American Library Association accredited school of Librarianship and the ability to obtain Washington State certification as a Librarian.
- Evidence of training, experience, or study in a relevant functional area.

Other qualifications:

Must have a valid Washington State driver's license at time of appointment.

Physical Demands:

While performing the duties of this job, the employee is frequently required to sit and talk or hear, and to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 50 pounds, and push/pull carts up to 150 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment:

Job is performed indoors in a library setting, and includes extensive work at a PC monitor and extensive close work. Extended periods of standing are required in some instances. There may be some exposure to angry or hostile individuals.

Please Let Us Know If You Need Any Accommodation To Apply Or Interview For This Position.

EMPLOYMENT IS CONDITIONAL, BASED ON SUCCESSFUL COMPLETION OF BACKGROUND

**INQUIRY WITH THE WASHINGTON STATE PATROL. Date Posted: (1/12/09) Librarian I Employment Pool 2004-087
2009 v1**

Supplemental Questionnaire
Librarian I - Public Service Employment Pool #2004-087

Name: _____

Date: _____

Please check the appropriate information below and return this supplemental questionnaire with your application materials.

1. Do you have a Master's Degree in Librarianship from an ALA accredited school? Yes___ No___
If yes, please skip to question #3.
2. I am currently enrolled in an ALA accredited institution and anticipate obtaining my MLS by _____.
3. Do you have a Washington State Librarian's Certificate? Yes ___ No___
If no, are you willing to obtain one immediately upon employment as a Librarian begins? Yes___ No___
4. Which areas interest you?

Children's ___Yes ___No

Teen Services: ___Yes ___No

Reference: ___Yes ___No