

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Librarian II**

Dept: **Public Services**

Job Code Number: **10212**

Reports to: **Varies**

Grade Number: **18, Represented**

Effective Date: **July 2001**

FLSA Status: **Exempt**

General Position Summary:

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

Essential Duties/Major Responsibilities:

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Answer a variety of routine and complex reference questions by phone or in person.
2. Assist patrons in use of library collections.
3. Design and implement training programs.
4. Select library materials for purchase from system-developed lists and other sources based on knowledge of community and/or target audience interests.
5. Evaluate collections and allocate and control materials budget as assigned.
6. Establish liaison with various organizations within the community including agencies, daycares, and schools in order to promote library services and facilitate programming and service delivery.
7. Plan, schedule, arrange publicity and present booktalks, storytimes and programs for various age groups, both in the library and in the community.
8. Promote library services including displaying materials and preparing bulletin boards to generate increased usage.
9. Maintain special collections, vertical files, and indexes as assigned.
10. Provide outreach services to homebound patrons, day care centers, and after school programs.
11. Classify and catalog original library materials according to Library of Congress standards, WLN protocol, and KCLS requirements.
12. Serve as a lead over a number of Librarian I and/or other positions as assigned.
13. Perform other related duties as assigned.

Secondary Duties:

1. Responds to patron complaints and problems.
2. Perform circulation and related clerical activities as workload dictates.

Communication:

Incumbents have frequent interaction with a broad range of people both in individual or group settings. Contacts may be within the library structure, with the general public, or with other county agencies, volunteers, or similar organizations. Contacts are either by phone or face to face. Sensitive or confidential information may be discussed. Occasional formal presentations to groups are a part of job responsibilities.

Initiative:

This position functions with some supervision for new or unusual situations or assignments, and only limited supervision for regular work. Work regularly calls for decision, problem solving, and/or recommendations within scope of position responsibilities. Consideration of facts and options is required, but decisions usually have some precedent. The position is responsible to make decisions both in a consensus format as well as independently. Non-routine decisions may be subject to review.

This position has a frequent responsibility for creation, development, design or problem solving of new programs, methods, systems, procedures or policy issues. The requirement to create new ideas and/or generate original work is an important aspect of the position. Considerable time is spent on creative or developmental endeavors requiring both original work and substantial refinement of previous practices.

Accountability:

Position involves frequent interruptions with maximum flexibility required. Planning requirements are limited to foreseeing issues associated with own work, and identifying future needs for supplies, equipment or resources. The position makes decisions that have impact only within the incumbent's own work unit. Work is consistently monitored by patrons. An error or delay in providing requested information may result in unfavorable public impressions regarding quality of service. Positions in this classification generally has responsibility for controlling organizational resources such as budgets, equipment, or inventory for assignment. There are record keeping requirements generally not involving sensitive information.

Leadership:

Position may include formal mentoring responsibilities. The position is responsible for role modeling and promoting organization values within the work unit or department and/or as a representative of the organization to the public.

DESIRED MINIMUM QUALIFICATIONS

Education/Experience:

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

Necessary Knowledge, Ability and Skills:

- A wide variety of reference sources, authors, literature, publishes and publications.
- Dewey decimal system of classification.
- Library of Congress subject heading and other cataloging factors.
- Search strategies used for retrieving information from electronic databases.
- Knowledge and support of the principles of intellectual freedom.

Ability to:

- Operate computers, printers, copiers, and any other equipment commonly utilized in a library.
- Communicate effectively, verbally and in writing.
- Recognize and set priorities, and to plan, coordinate and organize own work.
- Work a varied schedule, including evenings and weekends.
- Communicate effectively with a diverse population.

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 judgement and making good decisions when resolving problems relating to employees and patrons/public.
- The use of computer software and hardware.
- Problem analysis and resolution.

SPECIAL REQUIREMENTS

Valid Washington driver's license.
Washington State Librarian Certification.

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 in doors in a library setting or office environment. The position requires extensive travel and PC monitor work and extensive close work. Extended periods of standing are required in some instances. There may be some exposure to angry or hostile individuals.

Advancement Possibilities: Managing Librarian Series

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: _____
HR Manager

Final: 7/31/01