

Librarian I (Patron Services Librarian)



DEPARTMENT: Library
DIVISION: N/A
SUPERVISOR: Library Director
CLASSIFICATION: Non-Exempt (overtime eligible)
UNION: Yes
CONFIDENTIAL: No

POSITION SUMMARY

Under direction of the Library Director, performs a variety of professional duties involved in planning, coordinating, and implementing library services and programs; provides professional and technical library services to the community; and performs other related work as necessary.

SUPERVISION RECEIVED

Works under the general supervision of the Library Director.

SUPERVISION EXERCISED

At the direction of the Director, may exercise technical and functional direction of lower-level library staff, including Library Technicians, Library Assistants, Library Aides, interns, and volunteers, subject to collective bargaining unit language.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- Advises and assists patrons in the use of library services, resources, and tools; accesses and retrieves information for patrons and staff as requested; researches and responds to challenging or technical reference questions; and provides in-depth readers' advisory, answering informational and specialty service questions.
- Interprets and applies library policies and procedures for patrons and staff.
- Demonstrates depth of knowledge in reference services.
- Recommends patron-related policies and procedures to the Library Director and advises on long-term needs in relation to these areas.
- Plans, develops, and evaluates programs and services for patrons.
- Reviews, evaluates, and purchases books, periodicals, pamphlets, and electronic resources for inclusion in library collections as assigned. Withdraws materials as needed.
- Analyzes community needs as informed by equity, diversity, cultural trends, and topics of local interest. Sees connections and possibilities across the City of St. Helens, community, and library.
- Contributes to the smooth operation of the library by covering the desk, shelving, opening/closing, and performing other customer service operations and tasks as required to make the library a welcoming place that meets community needs.
- Maintains and manages the digital specialized content for the library in coordination with City IT staff.

- Maintains cooperative working relationships with City staff, other organizations, and the public.
- Works evenings and weekends as required.
- Contributes to library wide projects and initiatives as assigned or required.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- a. A master's degree in library science from an American Library Association (ALA) accredited institution.
- b. Previous experience in reference services.
- c. Proficiency with Microsoft Office and electronic resources.

KNOWLEDGE, SKILLS, AND ABILITIES

- a. Interest in, and an affinity for, serving patrons and staff, with reference and readers advisory needs.
- b. Knowledge of current library practices, especially as they relate to reference and readers advisory services.
- c. Knowledge of current societal needs, especially relating to diversity and inclusion.
- d. Knowledge and support of the principles of intellectual freedom including attention to equity, diversity, and inclusiveness as reflected by the American Library Association's Bill of Rights, Freedom to Read, and Freedom to View statements.
- e. Knowledge of patron protections provided through the Oregon State Revised Statutes Chapter 192.355(23)(a), (b), and (c).
- f. Has a knowledge of current and trending library practices through professional development demonstrated and informed by participation in professional organizations, workshops, and continuing education.
- g. Ability to think strategically and see connections and possibilities across the library, City, and community.
- h. Strong interpersonal skills with a demonstrated commitment to building relationships with members of the public, volunteers, staff, interns, and organizations.
- i. Strong communication skills, both verbal and written, including the ability to remain calm, courteous, and solutions-focused in stressful situations.
- j. Ability to work both independently and as a member of a collaborative team.
- k. Commitment to public service and the community.
- l. Enthusiasm for learning new things, a flexible approach, and an orientation to mistakes as opportunities to learn and innovate.
- m. Ability to adhere to safety and confidentiality policies.
- n. Ability to exercise sound judgment while upholding high integrity and ethical standards.
- o. Strong organizational skills.
- p. Demonstrated problem-solving skills.
- q. Ability to handle multiple tasks, often with overlapping or time-sensitive deadlines.
- r. Strong attention to detail.
- s. Able to conduct outreach, especially to underserved or marginalized populations.

- t. Ability to communicate in the English language in person, by telephone, and in video calls in both one-to-one and group settings.

DESIRED QUALIFICATIONS

- a. Previous experience in public library reference and adult services.
- b. Previous experience in community education, especially non-formal or self-directed learning.
- c. Spanish language fluency.

SPECIAL REQUIREMENTS

- Must pass a background check.
- Must have a valid driver's license.
- Must obtain valid CPR/First Aid Card as offered.
- Must be able to hear and speak in the English language in person, by telephone, and video in both one-to-one and in group settings.

TOOLS AND EQUIPMENT USED

- Use of computers including a laptop for use in word processing, spreadsheets, desktop publishing, and other related software.
- Typical office equipment such as copier/printer/scanner, telephone, barcode scanner, and comb binder.

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, and stoop. The employee is required to use hands to finger, manipulate, handle, or operate objects, tools, or controls and reach with hands and arms. Duties involve moving materials weighing up to 20 pounds on a regular basis and infrequently weighing up to 50 pounds.

Close vision, color vision, peripheral vision, depth perception, low-light vision, and ability to adjust focus are required.

The employee is required to hear and speak.

WORK ENVIRONMENT

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

Work is typically performed in an office environment and exposure to video display terminals occurs on a regular basis. The noise level in the work area is typical of most office environments; telephones, office equipment, personal interruptions, and background noises may be moderately loud depending on activities.

EMPLOYEE ACKNOWLEDGMENT

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 the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I acknowledge that I have received a copy of the **Librarian I (Patron Services Librarian)** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

Signatures:

Librarian I (Patron Services Librarian)

Date

Print Name: _____

Library Director

Date

Print Name: _____