

CITY OF WARRENTON CLASS SPECIFICATION

LIBRARIAN or LIBRARY DIRECTOR

Position Title

DEPARTMENT: LIBRARY

CLASSIFICATION: EXEMPT

RANGE: 22

GENERAL DESCRIPTION:

Under supervision of the City Manager provides a full spectrum of services and maintains materials in a well-organized, welcoming, and smoothly functioning library environment.

ESSENTIAL FUNCTIONS OF POSITION:

- Operate and supervise the library
- Maintain a high level of ethical behavior and of confidentiality of information about patrons
- Recruit and train volunteers to assist with the daily running of the library
- Prepare department budget and various reports
- Select and purchase new items
- Participate in the recruitment and selection of library personnel
- Represent the library at professional and community meetings

Daily procedures include:

- Open the library each day and make ready for patrons
- Set out flag, book sale and story time signs, turn the open signs around, check the drop box for returned items, check the furnace/AC setting, turn on the computers
- Turn on main desk computer, pull and process daily requests
- Maintain daily record of number of people using the computers and the Wi-Fi, hours volunteers work
- Count cash drawer, deliver proceeds to the city offices in a timely manner
- Maintain orderly shelving of materials, repair materials as necessary, process mail, process new books unless this task is deferred to a volunteer cataloger
- remove materials as needed
- Accept appropriate donated items; determine location (collection, sale room, trash, recycling)
- Close library - making sure library is ready for the next day (computers shut down, flag indoors, book sale and open/closed sign arranged properly, books shelved, checkout desk tidy, furnace set at 62 degrees or turned off, interior light set, etc.
- Book Sale Corner: Maintain orderly collection of items for sale, fill as space allows
- Maintain professional relationship with other libraries in Clatsop County

EXAMPLES OF OTHER FUNCTIONS:

Weekly procedures:

- Perform general maintenance as needed or contact appropriate city department
- Set out trash and recycle containers for weekly pick up
- Attend weekly City Department Head Meetings

Monthly procedures:

- Prepare and record circulation statistics
- Meet with APL and SPL Library Directors

Quarterly procedures:

- Prepare quarterly reports for City Commission
- Meet with library board

Annual procedures:

- Prepare annual budget
- Prepare yearly statistics for the Oregon State Library
- Apply for grants
- Complete yearly grant reports

THE ABOVE DESCRIPTION DOES NOT INCLUDE OTHER DUTIES OF A SIMILAR COMPLEXITY AND RESPONSIBILITY WHICH MAY BE ASSIGNED AS NEEDED.

QUALIFICATIONS FOR EMPLOYMENT:

Mandatory Qualifications:

Librarian: A Master's degree in Library Science (MLS).

Library Director: A Bachelor's degree or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the above duties.

Desirable Qualifications:

Clerical and secretarial skills which include typing, filing efficiently and accurately, ability to use basic computer software, and willingness to learn WCL's database

Excellent communication skills both verbal and written, ability to read, analyze and interpret business and professional journals, financial reports and legal documents. Skilled in sensitively and effectively responding to inquiries and complaints from customers, regulatory agencies and the business community. Ability to effectively prepare and present information to top management and public groups. Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to appropriately deal with a variety of abstract and concrete variables.

SUPERVISION:

This position supervises library volunteers and other paid staff. This position works directly under the supervision of the City Manager.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

Work is performed in a library environment requiring periods of sitting with attention to a computer keyboard and video display terminal; light lifting or reaching for files is required; accuracy in recording information is required; frequent interruptions of work may be experienced by customers seeking information in person or by phone or by changing priorities in the library. Requires occasional contact with the public under stressful conditions.