

City of Bellingham
Classification Specification

CLASS TITLE	Librarian II
DEPARTMENT	Library
UNION:	114L
SG:	L-2
CS:	N
FLSA:	N
EE04CODE:	PR

NATURE OF WORK:

Performs the full-range of general and specialized professional library work including responding to information, reference, and reader's advisory questions; selecting materials and maintaining designated Library collections; conducting programs; and providing instruction in the use of Library resources. Responsibilities include providing daily direction and technical guidance to Library staff, analyzing collection development needs, and significant public contact. May be responsible for Library services to a specific community population or for a specialized Library service or subject area. Initiates and assists in projects that promote the services of the Library; may act in a leadership role for a variety of projects and tasks.

DISTINGUISHING CHARACTERISTICS:

The Librarian II classification is mid-level professional library work with responsibility in a variety of Library operations. Work in this classification is distinguished from Librarian I by the greater complexity of the assignments and the greater degree of independence with which the incumbent is expected to operate.

SUPERVISORY RELATIONSHIPS:

Reports to a Librarian III or to the Assistant Director. Work is performed with significant independence within established Library procedures and professional practices, under the general guidance of a department supervisor or other professional employee of higher classification. Provides daily direction and technical guidance to support staff and librarians in a lower classification.

ESSENTIAL FUNCTIONS:

1. Performs all functions and work of a Librarian I.
2. Maintains designated Library collections, including selection, weeding, and monitoring spending to stay within established budgets.
3. Develops and implements Library programs by scheduling performances and developing promotional materials; conducts tours and visits schools to encourage community use of the Library.
4. Speaks publicly about Library services to community groups.
5. Acts in a leadership role for a variety of projects and tasks.

ADDITIONAL WORK PERFORMED:

1. May be responsible for Library services to a specific community population or for a specialized Library service.
2. May gather, analyze, and report on statistical information about database use, program attendance, reference statistics or other metrics.
3. May make work assignments and direct work activities of support staff or volunteers.
4. May develop Library policies and procedures.
5. May serve as librarian-in-charge in the absence of Library administrators.
6. Other related duties within the scope of this classification.

KNOWLEDGE AND SKILLS:

Considerable knowledge of:

- Principals and practices of professional library work.
- Customer service principles and techniques.
- Library operations, functions, policies, and services provided.

Excellent skills in:

- Using automated library systems.
- Working with target populations such as elderly, handicapped, young adult, ESL.

Ability to:

- Develop innovative programs for the Library.
- Plan, organize, and direct the work of lower-classified librarians and support staff.
- Analyze operational problems and make recommendations for their solution.
- Ability to plan and organize projects, programs and operational activities.
- Establish and maintain effective working relationships with the general public, community organizations, co-workers and supervisors.
- Effectively represent the Library and the City at meetings and workshops.
- Demonstrate the Public Service Competencies of service orientation; results orientation; and, teamwork and cooperation.
- Physical and intellectual ability to perform the required work.

WORKING ENVIRONMENT:

Duties are performed indoors with frequent interaction with co-workers and the public. Work is performed extensively at a computer work station with periods of prolonged sitting or standing. Station is often shared with other staff. Environment includes a normal range of noise and other distractions working around specialized library equipment and standard office equipment.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Master of library science degree from a school accredited by the American Library Association.
- Two years of professional library experience directly related to the job to be performed.

- Public library experience preferred.

NECESSARY SPECIAL REQUIREMENTS:

- Washington State Certification as a librarian by time of hire.
- Must pass local police and Washington State Adult/Child Abuse records check prior to hire.
- Ability to work evenings and weekends and to adapt to schedule changes on short notice

PREPARED BY: Pam Kiesner
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9/06

REVIEWED BY: _____
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