



CLASSIFICATION NO. 250

Established: 7/19

Revised: 2/24

FLSA: Exempt

EEO: 2

## **LIBRARIAN 2**

### **CLASS CHARACTERISTICS**

Under direction, to provide professional library services of a complex or technical nature that serve and support all libraries County-wide; and to do other work as required.

### **DISTINGUISHING CHARACTERISTICS**

The Division of Community Services within the Department of Transportation (DTD) is responsible for the LINCC Library Support Services (Library Network) office, which offers a variety of centralized services and support to the independent, autonomous member libraries of the LINCC (Libraries in Clackamas County) cooperative. DTD Community Services is also responsible for Public Library Services which provides informational, recreational, community, and cultural services to the public.

The Librarian 2 acts as a subject matter expert in area(s) of specialization and applies advanced professional librarianship and project management skills at a County-wide level across all member public libraries. Incumbents have considerable latitude County-wide to foster relationships with colleagues of member libraries, and provide program and project leadership, collaboration, and support. Incumbents use significant judgement and initiative to understand customer needs, define goals, address and/or solve issues, plan improvements, determine methods and resources to accomplish work goals, and monitor industry developments.

The Librarian 2 differs from Librarian 1 which performs core professional library services within public libraries typically involving direct patron assistance. It also differs from the Library Section Supervisor which supervises staff and manages assigned activities and programs within sections of the Public Library Services, and from the Library Manager which is responsible for the management of the patron library services operated by the County.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Classifies and catalogues all print and non-print materials for the shared cooperative collection; assigns subject headings and determines most accurate cross-references and descriptive notes; retrieves, edits, creates and maintains bibliographic and authority records in compliance with current and emerging encoding, descriptive, or local standards; addresses and corrects bibliographic record level data quality issues.
2. Responsible for or participates in maintenance and/or customization of library software which is used for cataloguing, online access (OPAC), acquisitions, and serials; supports and trains staff in the use of the software; documents training materials; maintains online webpages or web site as assigned; serves as liaison/support between member libraries and

vendors to facilitate automated acquisitions/serials processing and/or implement additional vendor services as needed/desired.

3. Works with member libraries and committees to create and evaluate cooperative-wide collection development policies for downloadable digital collections such as e-books and downloadable audiobooks; selects materials or coordinates selection activities of designated cooperative buyers; analyzes, monitors and reports on collection costs and usage; prepares and submits annual cooperative-wide spending plans and recommendations including periodic updates; works with vendor(s) to address service issues and implement new features; supports committees in the selection, implementation and evaluation of other electronic resources such as subscription databases.
4. Serves as subject matter expert in one or more areas such as Technical Services, Adult Services, Youth Services, Training, etc.; utilizes subject matter expertise and independent research skills to inform and develop proposals/recommendations for improving current services, practices and procedures, and for changes to County-wide standards and practices; solicits feedback from member libraries; incorporates feedback into plans and proposals; develops plans and coordinates implementation of changes; provides training and documentation of changes, customizations and enhancements.
5. At request of individual LINCC libraries, consults with library management and staff to review local practices, procedures and needs of patrons/staff; advises or recommends solutions to address identified needs, including system configuration changes, process/workflow enhancements, enhanced utilization of existing tools and resources or customized training/instruction; assists in identifying successful enhancements and best practices at individual libraries for promotion and possible adoption County-wide.
6. Serves as liaison between LINCC Library Services and member libraries; fosters environment of collaboration and consensus building; works cooperatively with library committees to identify, analyze and evaluate potential County-wide service improvements and enhancements; provides significant coordination and support for County-wide projects and initiatives including project management, industry research, assessment of industry best practices, communicating with vendors and peer institutions, and budgetary forecasting; works with stakeholders to determine project timelines and ensures efficient communications between project stakeholders.
7. Creates, delivers and coordinates trainings regarding County-wide systems, services and procedures; consults with member libraries and library staff on training needs and coordinates delivery of training; develops training materials and aids; delivers trainings at member library sites; coordinates training activities and supports professional development activities/opportunities for LINCC staff.
8. Develops, improves, and maintains statistical and other reports; prepares monthly, annual or special reports for management or member libraries; creates customized reports and dashboards for operational support and data quality monitoring; collects, generates and evaluates usage statistics.
9. Provides assistance and recommendations to management regarding budget development, strategic planning, and service goals.

10. Participates in and represents LINCC in professional conferences, committees and working groups, and regional/professional collaborations; investigates and develops partnerships with County departments and external agencies.

## **REQUIRED KNOWLEDGE AND SKILLS**

Thorough knowledge of: Principles and practices of librarianship including methods and practices of technical services, reference and readers advisory, collection development, adult services, youth services and/or information literacy; principles and methods for training design and instruction; public library operations, facilities, programs and services.

Working knowledge of: Techniques for group facilitation and consensus building; standard books, periodicals, reference, bibliographic works and their general contents; concepts and techniques for prioritizing and organizing work; integrated library systems and software programs such as word processing, spreadsheets, and specialized library databases such as OCLC or licensed electronic resources; library service trends and technologies.

Skill to: Analyze a wide variety of issues and concerns related to library services and recommend effective action; research and incorporate national trends in library specialties; recommend service improvements to address needs of District patrons; analyze statistical records and prepare reports using ad-hoc reporting utilities; operate office equipment and computer software; communicate effectively, both orally and in writing; foster collaborative work environments within a library cooperative or consortium; establish and maintain effective working relationships with coworkers, County staff, outside agencies, vendors, management and staff of member libraries, library patrons and the public.

## **WORKING CONDITIONS**

Duties require continuous walking/moving, standing for extended periods, frequent squatting, kneeling, bending, twisting, reaching forward and overhead, fine motor control, and the ability to lift 35 pounds, lift and carry 20 pounds, overhead reach 5 pounds, and push/pull 20 pounds. Duties also involve exposure to dust and odor/fumes including strong perfumes.

## **MINIMUM QUALIFICATIONS**

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

**Experience:** A minimum of two (2) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

**Licenses/Certifications:** None Required.

**Education/Training:** A master's degree in Library Science (MLS) or Library Information Science (MLIS) from an accredited American Library Association program is required at the time of hire.

## **PRE-EMPLOYMENT REQUIREMENTS**

Must successfully pass a criminal history check, which may include national or state fingerprint records check.

Employment is contingent upon passing a post-offer physical assessment. Accommodation requests will be reviewed on an individual basis in compliance with state and federal legislation.

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.