



CLASSIFICATION NO. 257
Established: 10/73
Revised: 3/90, 5/09, 12/10, 4/15, 7/19, 2/24
FLSA: Exempt
EEO: 2

LIBRARIAN 1

CLASS CHARACTERISTICS

Under direction, to provide varied, core professional library services; to assist patrons, the public, and other users to access and effectively use library resources, tools and services; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Librarian classification series performs a broad range of professional library services. This series is used across several distinct County library operations. The Division of Community Services within the Department of Transportation (DTD) is responsible for Public Library Services which provides informational, recreational, community, and cultural services to the public. DTD Community Services is also 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. The Alden E. Miller Law Library of Clackamas County is a legal research, resource and reference center for the public, attorneys and judges within Clackamas County. The Law Library Committee appointed by the Clackamas County Bar Association helps administrate this Law Library.

The Librarian 1 provides professional library services and programs designed to assist patrons and the general community in the selection of books, documents, pamphlets and other materials for reading and research, reference purposes, or general recreation and information. Incumbents perform varied professional library functions requiring the application of accepted, current library methods, techniques and professional standards.

The Librarian 1 differs from Librarian 2 which has specialized professional library experience to act as a subject matter expert providing services to and designing broad programs for use in public libraries throughout the County.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Provides general and specialized reference, readers' advisory and material selection assistance; researches and answers complex questions; performs online reference searches in state, national and commercial bibliographic databases; utilizes local systems and external resources to assist patrons in location and/or selection of materials; explains library policies and services, and responds to patron inquiries; may assist with circulation duties as needed.

2. Develops library-wide or specific collections in conformance with collection development policy; evaluates costs and usage; selects, recommends and purchases materials for library collection including books, audiovisual materials, digital materials, online databases and services, and other items contained in the library; evaluates print and non-print donations for suitability to the library; culls print and non-print collections; monitors patron demand and strengths/weaknesses of collections; manages collection budget.
3. Provides patron support and troubleshooting of local technology such as staff and public access personal computers, printers, wireless internet access, catalog terminals, and self-check machines; maintains and troubleshoots library system computers; communicates complex computer problems to support providers and vendors; supports and trains patrons and library staff in use of computer equipment and software applications; configures library software/modules as appropriate.
4. Develops, coordinates, schedules, and presents programs and events such as trainings, classes, book clubs, story times, author talks, and other programming of interest and utility to the community and patrons; continually assesses community needs; creates promotional materials and supplies content for website and social media platforms.
5. Classifies and assigns call numbers using various reference sources; identifies and creates title and item level records for print and non-print materials; determines how to best connect the more difficult materials with patrons; for specialized collections may assign subject headings, and determine most accurate cross references and descriptive notes including making changes or additions to existing classification scheme.
6. Assists in evaluating current services, state standards, and library's long term needs including technology; participates and serves on various committees; attends professional conferences and meetings; remains knowledgeable of national library service trends and local demographics; identifies and collaborates with community partners and stakeholders; performs outreach to increase awareness of and promote programs and services; schedules, plans and conducts tours of library; assists with budget preparation and monitoring; recommends purchases of equipment, materials and supplies; prepares and maintains statistical reporting, and other reports; creates customized reports for a variety of operational and data quality monitoring purposes.
7. May assign, oversee, and review work assignments and projects performed by regular, temporary, and volunteer library support staff; provides guidance, assistance and training to staff.
8. May serve as person-in-charge in absence of supervisor or manager; responds to situations such as escalated patron inquiries, facility issues, incident reports, patron conflicts and exclusions, staffing issues within guidelines and level of authority; contacts appropriate county personnel and/or library management according to procedures.

Duties within Law Library also include:

9. Coordinates and oversees circulation activities; develops and recommends procedures for circulation desk activities; develops and maintains circulation training program; trains new staff members and volunteers in circulation procedures.

10. Teaches legal research to patrons, library reference staff, court staff, attorneys, and law firm support staff.
11. Works with court and bar on self-help and lawyer referral research resources.
12. Explores grant-funded projects with public and county law librarians; assists with fundraising activities.
13. Participates in allocation of space to the library collection.
14. Serves as liaison to external organizations such as Clackamas County Bar Association, Oregon State Bar, Oregon Judicial Department, Oregon State Library, and Oregon Library Association.
15. May assist in interviewing and selecting new library assistant staff.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: Principles and practices of librarianship including cataloguing, reference and bibliography, collection development, and readers' advisory; library facilities and services; library programs and their relationship to community needs.

Working knowledge of: Principles of library organization and administration; standard books, periodicals, reference, bibliographic works and their general contents; concepts and techniques for prioritizing and organizing work; basic techniques of supervision and training; enterprise library systems, library website design, and software programs such as word processing, spreadsheets, and specialized library databases or licensed electronic resources; library automation trends and technologies.

In addition within Law Library: Principles and practices of legal research resources; print and computer assisted legal research methods; trends in legal research and public law library service.

Skill to: Analyze issues and concerns regarding library service and recommend effective action; effectively perform professional library duties such as readers' advisory, reference services, cataloguing, planning programs; interpret and apply librarianship standards and policies and procedures within distinct library system; research and incorporate national trends in cataloging reference or other library specialties; deal tactfully and courteously with the public served; interact tactfully and courteously, and provide quality customer service to patrons with a wide variety of age groups, ethnic backgrounds, and personalities; collect, search, process and interpret data and statistical records, and prepare reports; operate office equipment and computer software including specialized library databases, enterprise library systems, and website administrative maintenance; repair and maintain library computer system; communicate effectively, both orally and in writing; organize and oversee the work assignments of paraprofessional staff; establish and maintain effective working relationships with other staff, the general public and library patrons.

In addition within Law Library: Teach legal research techniques using print and online resources; communicate effectively and professionally with customer base such as the judicial system, the state bar, government agencies and the general 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 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.

Within Law Library, duties also include the ability to lower 50 pounds.

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: None Required.

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.

- Positions within the Law Library may accept a Juris Doctor (JD) in substitution of an MLS or MLIS 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.

Edited: 2/16