

**KING COUNTY LIBRARY SYSTEM**  
**Job Description**

Title: **Librarian I -- Public Services**

Dept: **Public Services**

Job Code Number: **10222**

Reports to: **Varies**

Grade Number: **17, Represented**

Effective Date: **July 2001**

FLSA Status: **Exempt**

General Position Summary:

Perform a variety of professional library services in conjunction with selection, maintenance and circulation of KCLS materials to meet the educational, recreational and information needs of the community. Promotes library services to the community through education and outreach to schools.

Essential Duties/Major Responsibilities:

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Answer reference questions by phone, in person, or electronically.
2. Assist patrons in use of library collections through reference interviews, database and web searches, reader's advisory, and instruction in the use of computer software to locate requested material. Maintain current knowledge of materials, resources and services throughout the KCLS and refer patrons as required.
3. Design and implement training.
4. May select and collaborate with Collection Management Services to provide relevant collections based on knowledge of community and/or target audience interests.
5. Evaluate collections and allocate and control materials budget as assigned.
6. Establish liaison with schools, and appropriate agencies and organizations within the community in order to promote library services and facilitate programming and service delivery.
7. Plan, schedule, and arrange publicity and present booktalks, book discussions, storytimes and programs developed for various age groups.
8. Promote library services to generate increased usage.
9. Maintain print and electronic collections, files, and indexes as assigned including weeding, selection, replacements and ongoing maintenance.

May perform one or more of the following:

**Children’s Program:** Plan, perform and promote story times and other services identified in the community library annual plan and those developed centrally for implementation at the community library.

**Teen Program:** Plan, provide and promote special programs such as teen councils, book discussion groups, etc. and other programs developed centrally for implementation at the community library. Coordinate community library volunteers.

**Reference Program:** Responsible for assigned specialty area and may coordinate planning for local programs such as public computer programs. Coordinate community library volunteers.

Secondary Duties:

1. Responds to patron complaints and problems.
2. Perform circulation and related clerical activities as workload dictates.
3. Conduct library tours and teach classes to the public.
4. Perform other related duties as assigned.

Communication:

Incumbents have frequent interaction with a broad range of people both in individual or group settings. Contacts may be within the library structure, with the general public, or with other county agencies, schools, volunteers, or similar organizations. Contacts are either by phone, electronically, or face to face. Sensitive or confidential information may be discussed. Occasional formal presentations to groups are a part of job responsibilities.

Initiative:

Incumbents operate from established and well-known procedures under general supervision, and are responsible for problem solving with others within their own department. There is no formal responsibility for designing new programs, services or concepts outside of the community library annual plan. The job involves a moderate degree of complexity, with incumbents operating independently under minimal supervision. Work situations are recurring with occasional variations from the norm. Decisions are made within general organizational policy constraints and guidelines.

Accountability:

Position involves frequent interruptions with maximum flexibility required. The incumbent considers own work and work of others when formulating plans and must be

able to forecast for near future. Operational planning is required at the department level for community library annual plan and implementation of centrally developed programming for KCLS initiatives. Work is consistently monitored by patrons. An error or delay in providing requested information may result in unfavorable public impressions regarding quality of service. Positions in this classification generally have limited responsibility for controlling organizational resources such as budgets, equipment, inventory or facilities. There are no record keeping requirements involving sensitive information.

Leadership:

Position does not include formal mentoring responsibilities; although more experienced librarians are expected to provide mentorship to newer librarians and substitutes. The position is responsible for role modeling and promoting organization values within the work unit or department and/or as a representative of the organization to the public.

DESIRED MINIMUM QUALIFICATIONS

Education/Experience:

- Master's of Library Science Degree from an American Library Association accredited school of Librarianship and Washington State certification as a Librarian.
- Evidence of training, experience, or study in a relevant functional area.

Necessary Knowledge, Ability and Skills:

- Knowledge of a wide variety of reference sources, authors, literature, publishers and publications.
- Thorough knowledge of Dewey Decimal Classification system and Library of Congress subject headings.
- Knowledge of search strategies used for retrieving information from electronic databases.
- Considerable knowledge of English and math.
- Working knowledge of patron needs and interests.
- Knowledge and support of the principles of intellectual freedom.

Ability to:

- Operate computers, printers, copiers, and any other equipment commonly utilized in a library.
- Clearly, succinctly, and effectively communicate ideas and thoughts both verbally and in writing with a diverse population.
- Recognize and set priorities, and to plan, coordinate and organize own work.
- Work a varied schedule, including evenings and weekends.

- Use diplomacy and tact to establish and maintain relationships with customers, subordinates and peers.
- Operate with a minimum of supervision and work collaboratively in a team environment to find solutions to problems.
- Manage time to maximize productivity.

Skill in:

- Reading, writing, speaking and understanding the English language.
- Working effectively, with a teamwork orientation, in daily activities as well as addressing problems and unique situations.
- Using independent judgement and making good decisions when resolving problems relating to employees and patrons/public.
- Use of computer hardware and software including the Internet and electronic databases.
- Diagnosing problems and developing solutions.
- Listening to, understanding and interpreting the concerns of system users.
- Establishing and maintaining good customer relations.
- Providing work direction and general support to clerical staff.

**SPECIAL REQUIREMENTS**

Must have a valid Washington State driver's license at time of appointment.

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee is frequently required to sit and talk or hear, and to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 50 pounds, and push/pull carts up to 150 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT**

Job is performed indoors in a library setting, and includes extensive work at a PC monitor and extensive close work. Extended periods of standing are required in some instances. There may be some exposure to angry or hostile individuals.

Advancement Possibilities:

Librarian II  
Librarian, Children's Section Lead  
Assistant Managing Librarian Series  
Managing Librarian Series

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 KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: \_\_\_\_\_  
HR Manager

Final: 7/31/01