CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Adult Services Librarian** **UNION:114L**
SG:L-2
CLASS TITLE: **Librarian II** **CS:N**
FLSA:N
DEPARTMENT: **Library** **EEO4CODE:PR**

JOB SUMMARY:

Develops and implements the library's Reader's Advisory service, and provides reference and technology assistance to the public. Promotes library services through active participation, networking and leadership in the community, and by developing and maintaining relationships with community members serving adults. Directs, creates and delivers Reader's Advisory programs for the public and provides ongoing Reader's Advisory training for library staff. Manages and maintains the system wide adult fiction collection in all formats. Promotes library resources and services using current and emerging technologies.

SUPERVISORY RELATIONSHIP:

Reports to the Head of Information and Reader Services. Works independently under the guidance of city and library policies and procedures. Consults with staff as appropriate. May provide direction to other staff and volunteers as necessary.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Develops and implements the library's Reader's Advisory service. Recommends books, films, music and other library and learning resources to individuals and community groups. Trains staff in Reader's Advisory trends, methods and practices.

2. Develops and maintains designated in-house and online collections to meet diverse community needs; monitors community interests and trends, maintains awareness of local and regional issues, actively seeks information from staff and public, and reviews usage in order to assure the library's collection is relevant.

3. Plans and implements programs for adults to fulfill current and anticipated community needs. Networks and develops program partners in the community to maximize resources. Creates program publications and publicity, independently or in collaboration with other groups, organizations, or individuals. Monitors and evaluates program effectiveness.

4. Utilizes social media and emerging technologies to contribute to an interactive and relevant virtual library experience.

5. Promotes library services through active participation, networking, and leadership in the community and by developing and maintaining relationships with community members serving adults.

6. Provides excellent reference and technology assistance by phone, online, and in-person.

7. Develops, creates and maintains displays and collection lists, both in print and online, by collaborating with staff and community organizations.

ADDITIONAL WORK PERFORMED:

1. Speaks publicly regarding library programs, conducts in-service training workshops, and works with community groups and organizations to encourage or assist in their use of the library.

2. Serves on the library's Programming Committee and on the Whatcom Reads Committee.

3. Seeks grant opportunities and prepares grant requests.

4. Prepares draft news releases and announcements about library services and events.

5. Acts in a leadership role on a variety of special projects.

6. Performs other duties within the scope of this classification.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:

- Current principles and practices of public library service including an in-depth knowledge of reader's advisory, reference and information resources.
- Library collection development practices.
- Current trends, innovations, technologies, techniques and materials in the library profession.
- Issues and events relevant to the City of Bellingham and the geographical area of Whatcom County.
- Library operations, procedures and policies as well as relevant city policies.

Skills in:

- New and emerging technologies and software, including publishing software.
- Integrating social media and other web tools to promote library collections and services.
- Excellent written and oral communication including speaking to large and diverse audiences.
- Effective problem solving.

Ability to:

- Think creatively and be willing to experiment in developing creative library programs and services that engage the community.
- Commit to the principles and ‘best practices’ in librarianship and customer service.
- Convey enthusiasm about learning, books, library resources, and the library's role in the community.
- Adapt, be flexible and open to change.
- Maintain a high energy level, be outgoing and enthusiastic.
- Develop partnerships and lasting library-community relationships.
- Promote the library through a variety of methods: social media, print materials, and online.
- Provide exceptional customer service.
- Apply new knowledge and skills.
- Be accurate, thorough and timely in the completion of assignments.
- Work independently and work well with others, including in a collaborative manner to achieve desired outcomes. Network effectively with and reach out to local government, community organizations and individuals.
- Work with a diverse population and the ability to handle a wide range of challenging situations.
- Train, coach and mentor others.
- Tolerate considerable ambiguity.

- Create materials using publishing software to promote the use of the library, showcase its services, and convey necessary resources and community needs. Articulate, support and implement the mission, goals, and policies of the Bellingham Public Library.
- Demonstrate the City of Bellingham's Public Service Competencies of service orientation; results orientation; and, teamwork and cooperation.
- Maintain consistent and punctual attendance.
- Physical ability to perform the essential functions of the job including:
  -hearing acuity and verbal ability sufficient to communicate using a telephone or in person;
  -dexterity and near distance visual perception sufficient to operate office equipment, design documents and web pages and handle files and paperwork; and,
  -lift and transport 10-20 lbs. occasionally; up to 40lbs infrequently.
  -reach shelves from six feet high to floor level;
  -stand for up to three hours;
  -push a loaded book cart

WORKING ENVIRONMENT:

Duties are performed in the library and in the community with frequent interaction with co-workers and with 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:

- ALA accredited master's degree of library or information science.
- 2 years of professional library experience directly related to the job to be performed.
- Considerable experience in working with newer and emerging technologies including social media.
- Experience developing and implementing library programs for adults.
- Public library experience preferred.
- Collection development experience preferred.

NECESSARY SPECIAL REQUIREMENTS:

- Washington State certification as a librarian.
- Must be willing to work various shifts depending upon the needs of the library, including evenings and weekends. Must be able to adapt to schedule changes on short notice.
- Must pass Police Department criminal convictions records check and Washington State adult/child abuse record check prior to hire.

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