**CITY OF BELLINGHAM**

**JOB DESCRIPTION**

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| **JOB TITLE:** | **Branch Library Specialist** | **UNION:1937** |
| | | **SG:109** |
| **CLASS TITLE:** | **Library Specialist 3** | **CS:N** |
| | | **FLSA:Y** |
| **DEPARTMENT:** | **Library** | **EEO4CODE:PP** |
| | | **ENTRY/PROMOTIONAL** |

## JOB SUMMARY:

Coordinates daily operations of the Branch Library, including maintenance of facilities and grounds. Provides daily direction and training to staff and volunteers and may coordinate schedules. Performs public service duties including circulation, reference and readers' advisory services. Organizes and implements specialized programming activities. Networks with community organizations and Friends of the Library. Assists at the Main Library as assigned.

## SUPERVISORY RELATIONSHIPS:

Reports to the Assistant Library Director. Works independently under general guidance and direction and the guidance of City and departmental policies and procedures. Provides day-to-day direction and training to lower-classified staff and volunteers.

## ESSENTIAL FUNCTIONS OF THE JOB:

1. Coordinates daily operations of a branch library. Directs daily activities of lower-classified staff and volunteers. Performs opening and closing procedures, cash control procedures and ensures proper maintenance of facilities and grounds.

2. Ensures the physical security of the Department/Branch and patrons.

3. Networks with community organizations and friends' groups to develop and continue partnerships.

4. Schedules, plans, prepares and conducts programs such as school tours, story time, special events and Summer Reading Program.

5. Uses online computer system to check out library materials and check in returned materials; processes library card applications; handles overdue problems, negotiates and establishes payment arrangements and limited checkout agreements; collects fines and handles other cash transactions; receives and responds to telephone and onsite queries; explains and applies circulation policies

6. Provides reference and readers' advisory service. Directs and teaches patrons how to use on-line library catalog, internet computers, printing stations and on-line database training.

7. Selects materials from Main Library to enhance various rotating collections at the Branch, taking into consideration popular topics, trends, and patron requests. Monitors use and location of library collections; suggests titles/areas for enrichment or for withdrawal to the selection librarians.

8. Represents the Branch at meetings and assigned committees.

9. Provides Library Assistant Director with annual budget requests specific to the Branch and recommends allocation of Friends' monies.

## ADDITIONAL WORK PERFORMED:

1. Performs light housekeeping functions such as vacuuming, mopping etc.

2. Monitors office supplies; maintains bulletin boards and room displays.

3. Performs other duties of a similar nature or level and any duties within the Library Specialist 3 or lower classification.

## PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge:
- Thorough knowledge of the Dewey Decimal System and library tools.
- Thorough knowledge of Branch and other Library departments.
- Thorough knowledge and understanding of basic library skills and resources.
- Knowledge of, and ability to apply and explain, library policies, procedures and practices.
- Knowledge of basic reference skills.
- Knowledge of cash accounting practices.

Skills:
- Interpersonal sensitivity sufficient to recognize the special needs and concerns of children and adults.
- Excellent oral communication skills.

Ability to:
- Work independently.
- Interact with the public and co-workers using courtesy, tact and good judgment and to remain calm when dealing with disruptive behavior.
- Make creative presentations to children and adults.
- Plan appropriate programs for special events or class visits.
- Work accurately and maintain attention to detail in an atmosphere of frequent interruptions.
- Follow written and oral directions.
- Plan and organize workload effectively.
- Use a computer terminal for data entry and retrieval, and use other common office and equipment.
- Learn a variety of technical service applications as assigned, such as cataloging, records maintenance, bibliographic searching, etc.
- File alphabetically and numerically.
- Communicate library needs and solicit funds/products from local businesses, organizations and the community.
- And willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Perform the essential functions of the job. In addition to the usual physical requirements necessary to perform in a library support position, the following abilities are required:
    - stand for up to four hours at a public service desk;
    - reach shelves up to five feet high and at floor level;

- lift and carry library materials weighing up to 20 lbs., often in a confined space;
- correctable visual acuity to read a computer screen and a typeset page.

## WORKING ENVIRONMENT:

Duties are performed indoors 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:

- Bachelor's degree in library science or library technology, child development, elementary education, or related field or an equivalent combination of training and experience.
- Three years of experience providing public service in a high-volume library.
- One year of experience with computerized library systems, database management and/or inventory control systems.
- Experience in designing and conducting adult and children's programs.
- Experience in providing reader's advisory and ready reference.
- Demonstrated record of progressively responsible work experience.
- Demonstrated ability with cash accounting practices.
- Experience interacting in partnership with groups and committees preferred.
- One year of supervisory or lead experience preferred.

## NECESSARY SPECIAL REQUIREMENTS:

- Must pass Washington State adult/child abuse records and criminal conviction checks prior to hire.
- Must be willing to work various shifts depending upon the needs of the library, including evenings, weekends and holidays.

**PREPARED BY:** Library Support Class Study Task Force
6/2007

**REVIEWED BY:** _____
Pam Kiesner, Library Director

Ref: LIFairhavenLibSpec.jd.doc