CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE:	**Teen And Web Services Librarian**	**UNION:114L**
		SG:L-2
CLASSIFICATION:	**Librarian II**	**CS:N**
		FLSA:N
DEPARTMENT:	**Library**	**EEO4CODE:PR**

JOB SUMMARY:

Provides reference, information, referral, and reader's advisory assistance to the public.; provides programming and library services to teens and young adults. Maintains the Library's public access catalog and the Library's website. Shares collection development responsibilities with other librarians.

SUPERVISORY RELATIONSHIP:

Reports to the Assistant Director. Works independently under the guidance of City and Library policies and procedures. Consults with staff as appropriate. May provide direction to other staff as necessary.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Assists and instructs the public in the use of Library collections.

2. Answers questions by phone, email or in person ranging from quick fact-finding to in-depth research using a variety of resources.

3. Works closely with Assistant Director in developing web content. Creates and maintains the Library websites.

4. Manages the public access catalog. Works closely with Head of Technical Services in the maintenance of the public access catalog. Reports public access catalog problems to the Integrated Library System (ILS) vendor and assists in problem resolution.

5. Develops and maintains assigned collection areas including those for Young Adults; recommends related non-print titles.

6. Develops, promotes, and oversees Teen Summer Reading Program, Teen Library Advisory Committee and other Teen Programs.

7. Works with schools and community organizations to promote reading and library use among teens and young adults.

8. Develops and creates displays independently and in cooperation with Library staff and community organizations to promote Library collections and the Library mission.

9. Develops, promotes and maintains subscription database collection.

10. Promotes Library services through active participation, involvement, and leadership in the community, and in Library committees and projects.

ADDITIONAL WORK PERFORMED:

1. Designs, produces and evaluates community programs on the use of Library resources.

2. Prepares bibliographies and instructional materials.

3 Recommends and applies departmental policies and procedures.

4. Performs other duties within the scope of the classification.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:
- Current principles and practices of public library service including an in-depth knowledge of reference and information resources.
- Current principles and practices of Young Adult Librarianship, including awareness and appreciation of current reading, viewing and listening interest of young adults.
- And commitment to the mission, principles and 'best practices' in librarianship and customer service.
- Library collection development practices.
- Issues and events relevant to the City of Bellingham and the geographical area of Whatcom County.

Ability to:
- Perform essential functions of the job.
- Apply new knowledge and skills.
- Be accurate, thorough and timely in the completion of work assignments.
- Keep current with new trends, innovations, technologies, techniques and materials in the library profession.
- Acquire a working knowledge of local government and organizations and agencies that provide services and information.
- Learn and apply a working knowledge of Library operations, procedures and policies as well as relevant City policies.
- Work with a diverse population and handle different types of situations.
- Train, coach and mentor others.
- Work well with others.
- Tolerate considerable ambiguity.
- Create materials that promote the use of the Library, showcase its services, and convey necessary information to the public and the media.
- Demonstrate the Public Service Competencies of service orientation; results orientation; and, teamwork and cooperation.

Skills in:
- Written and oral communication.
- Effective problem solving.
- Public speaking.
- Articulating, supporting and implementing the mission, goals, and policies of the Bellingham Public Library.
- The use of computer software for producing publications and brochures.
- Basic web page scripting and design.

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:

- ALA accredited master's degree of library or information science.
- Two years of professional library experience directly related to the job to be performed.
- Public library 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 local police and Washington State adult/child abuse record check prior to hire.

PREPARED BY: J. Lovchik
M. Sheplor
P. Kiesner
11/06

REVIEWED BY: _____
Pamela Kiesner
Library Director

FORMERLY: PUBLIC SERVICES LIBRARIAN (4/05)