

**City of Cottage Grove  
Job Description  
Librarian, Cottage Grove Public Library**

<b>Department:</b> Community Services - Library	<b>FLSA:</b>
<b>Reports to:</b> Community Services Director	<b>Representation:</b> Laborers International Union Local #121
<b>Pay Range:</b> \$3,850-\$5,862 per month plus comprehensive benefits package	<b>Date Adopted:</b> <i>June 25, 2015</i>

Essential competencies of this job are described under the headings below. They may be subject to change at any time. 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 the employer and employee, and may be changed by the employer at any time.

**GENERAL POSITION SUMMARY:**

The Librarian is responsible for providing professional library, research, and programming services for the organization, and maintenance of the library and it's collections.

**DUTIES AND RESPONSIBILITIES:**

Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.

- Catalog books, audio-visual and electronic resources and other library materials in accordance with established library system which includes evaluating as to type; assigning appropriate subject categories; assigning computer and Dewey decimal classification number; entering information into the computer; printing bar codes and maintaining related records.
- Maintain and enter patron information into computer.
- Handle inter-library loan service requests.
- Provide library tours to school groups and other special groups.
- Help plan, facilitate, coordinate, and participate in library programs and special events.
- Participate in grant writing activities.
- Perform reference and circulation duties as necessary.
- Assign and review the work performed by volunteers.
- Maintain an inventory of library supplies; order materials and supplies.
- Participate in annual budget planning with Director.
- Prepare departmental purchase orders.
- Represent the Library at Friends of the Library monthly meetings.
- Assist Director with staff performance evaluations.

**ESSENTIAL FUNCTIONS:**

Primarily responsible for the acquisition and cataloging of books and materials into the library and for the maintenance of associated computerized records. Works with the Director and staff on the planning and implementation of special events and programs.

**IMPORTANT FUNCTIONS:**

Represents the library and City of Cottage Grove to patrons and to the general public. Networks and interacts with a diversity of individuals and community organizations on a daily basis.

**ESSENTIAL PHYSICAL REQUIREMENTS:**

The physical demands or requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in a library environment while sitting at a desk or computer terminal, walking in the library, or while standing at the counter for extended periods of time. Physical exertion may be required to lift office supplies and library materials from overhead, from shelves and from the floor. Sufficient vision or other powers of observation are essential to permit the employee to read, sort and shelve library materials and maintain patron catalog records. Often times, the employee must move, shelve and retrieve library materials from high and low settings. Work includes moderate lifting, carrying, reaching, stooping, pulling and pushing activities, manual dexterity, clear speech, and visual and hearing acuity. Must be able to work out of doors during special events and summer programming.

**DISTINGUISHING CHARACTERISTICS:**

Work as a member of a group and independently to operate all functions of the public library. Establish and maintain effective working relationships with other employees, supervisors, volunteers and the general public. Understand and follow oral and written instructions. Work weekends and on-call during emergencies or during special events, or as needed. Attend job-related classes and seminars and conferences. Maintain compliance with safety rules and procedures. Communicate clearly and succinctly both orally and in writing. Analyze library programs and operations and develop recommendations and solutions.

**JOB SPECIFICATIONS:****Education & Experience:**

Bachelor's Degree required. Master's Degree in Library and Information Sciences preferred. Minimum of 3 years progressively responsible professional (library) work experience required, or satisfactory combination of education and experience and the ability to demonstrate the knowledge, skills and ability to perform the position.

**Knowledge, Skills and Abilities:**

Must have demonstrated knowledge and skills in the following: The principles and practices of library science; Dewey decimal system; Office practices and procedures; Computerized library techniques and their application; Library policies, procedures,

methods, ethics and professional standards; A variety of information database systems including computerized information database systems; Library systems for cataloguing, acquisitions and searching online bibliographic utilities; Computers, programs, internet, and electronic database search skills; Research skills, organizational skills.; Effective verbal, presentation and listening communication skills; Experience working with children, tweens, teens and seniors preferred.

Additional preferred skills include: Grant writing experience; Spanish speaking ability; Public speaking/presentation skill; Web site updating and social media; music or arts competency.

**Special Requirements and Certifications:**

Bachelors Degree required, Master's Degree in Library and Information Sciences preferred.

**Supervisory Duties:**

Librarian will provide general supervision to Library Staff and volunteers.

**Supervision Received:**

Work is performed under the direct supervision of the Community Services Director. The position requires a large degree of individual initiative, judgment and responsibility in effectively managing the library, staff, volunteers, patrons, the general public, and emergency situations.

**Contact with Others:**

The Librarian will have regular contact with City Staff from the Library and from other City Departments, and will have regular (daily) contact with library patrons, the general public, and with representatives from a diversity of groups and organizations from the community.