

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

<b>Department:</b> Library	<b>FLSA:</b> Non-Exempt
<b>Reports to:</b> Head Librarian	<b>Representation:</b> Full-time - General Unit Part-time – Non-represented
<b>Pay Range:</b> Full-time – 4	<b>Date Adopted:</b> August 25, 2021

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 performs a variety of duties and professional services, working as part of the library team of staff that provides support and services to the Community. This may include specialization in Youth Services, Adult Services and/or Technical Services.

**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.

An employee in this position works with other library staff and volunteers to provide professional library services to the public. Work is performed under the general direction of the Head Librarian who reviews work primarily on the basis of effectiveness and results obtained.

**ESSENTIAL FUNCTIONS:**

1. Assists library patrons (through in person, phone, email or other electronic medium contact) in finding materials, answering reference questions, providing reading recommendations, using their library account, accessing tools materials and equipment or resolving patron account issues.
2. Networks and interacts with a variety of diverse individuals and community organizations.
3. Reads and responds to email (circulation and/or specialized content areas).
4. Assesses, collects and tallies fees and fines.
5. Shelves library books and materials in correct order following established procedures.
6. Uses automated system to check in and sort materials according to established procedures.
7. Processes, repairs and maintains library materials.

8. Maintains and accurately enters patron information into the integrated library system [ILS]
9. Plans or assists in the planning and execution of library programs and displays.
10. Creates marketing materials for the library, library services and programs.
11. Assigns and reviews the work performed by volunteers. Works with staff to train and assess training needs of volunteers.
12. Works with the Head Librarian to create personal learning goals. Participates in opportunities to develop skills needed to meet the changing role of the public library.
13. Assists in compiling statistics of participation in library programs or events throughout the year.
14. Monitors patron use of library and community center building for compliance with Building Use Code of Conduct.

#### **YOUTH SERVICES ESSENTIAL FUNCTIONS:**

1. Plans and conducts summer reading program, special programs, youth book club, and weekly preschool story time.
2. Creates attractive displays and settings in children and youth areas of the library.
3. Orders craft supplies and other items needed for children's programming.
4. Reads and responds to correspondence and email (Children's Services focus).
5. Acts as Liaison to the Friends of the Cottage Grove Public Library for juvenile, middle ground and young adult collection and programs.
6. Assists in preparation of annual Ready to Read Grant application.
7. Researches grant funding focused on children and youth programs or services: Pilcrow Grant, State Book Campaign, conference scholarships, etc.
8. Plans and coordinates participation in Oregon Battle of the Books, Oregon Young Adult Network, and other youth programs.
9. Assists with collection development by researching and ordering items for youth from birth to 18 years old with guidance from professional publications and reviews.

#### **ADULT SERVICES ESSENTIAL FUNCTIONS:**

1. Assists in planning adult programming events that reflect the community's needs and interests.
2. Plans and conducts adult aged book club.
3. Creates attractive displays and settings in adult areas of the library.
4. Plans and conducts a summer reading program for adults in coordination with the staff member conducting Youth Services.
5. Assists the Head Librarian in the development and implementation of programs, events and exhibits in partnership with local and state or national organizations.
6. Suggests new materials for the adult collection.

#### **TECHNICAL SERVICES ESSENTIAL FUNCTIONS:**

1. Accurately creates call number labels for new materials and updates call number labels as needed.
2. Makes suggestions for review of materials that may have been cataloged in an irrelevant subject area.
3. Covers books using appropriate methods and materials.

4. Keeps inventory of collection processing supplies and notifies the Head Librarian of ordering needs.
5. Repairs materials using appropriate methods for circulating library items.
6. Makes suggestions for replacement purchases when materials are no longer in circulating condition but are still popular.
7. Works with the Head Librarian to maintain special collections such as the Oregon Collection and the Opal Whiteley Collection.
8. Maintains periodicals collection according to the library's weeding schedule.

**IMPORTANT FUNCTIONS:**

1. Helps with library programs and special events as assigned.
2. Helps patrons with use of the public computers and subscription databases.
3. Organizes and gives tours of the library and its services to school and community groups.
4. Designs and composes marketing materials such as flyers, brochures, & news releases.
5. Works with staff to update the library website and create email marketing.
6. Assists in book and other material selection to enhance collection.
7. Attends meetings, continuing education, webinars and training as assigned.
8. Attends workshops and conferences as approved by the City Manager.
9. Administer inter-library loan service requests.

**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, maintain patron catalog records and monitor patron activities within library. The employee must move, shelve and retrieve library materials from high and low settings daily. Work includes moderate lifting, carrying, reaching, stooping, pulling and pushing activities, manual dexterity, clear speech, and visual and hearing acuity. Must be able to lift, push or pull up to 30 pounds. Must be able to work out of doors during special events and summer programming.

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

- High School diploma or equivalent required with 3 years of progressively responsible experience in a library, education or similar field. A Bachelor's Degree in Library Science or related study preferred. Additional experience or advanced education enabling performance in all aspects of the position may be considered.

**Knowledge, Skills and Abilities:**

1. Additional language fluency besides English preferred. Fluency is defined here as speaking, reading and writing in the language.
2. Knowledge of the principles and practices of library science, including the Dewey decimal system.
3. Knowledge of professional office practices and procedures.
4. Ability to use modern office equipment, computer systems and relevant software applications as required for the position.
5. Knowledge of library policies, procedures, methods, ethics and professional standards.
6. Knowledge of information database systems, including computerized information database systems.
7. Knowledge of library systems for cataloguing, acquisitions and searching online bibliographic utilities. Computers, programs, internet, and electronic database search skills.
8. Effective verbal, presentation and listening communication skills.
9. Ability to upgrade and maintain website and social media resources.
10. Ability to maintain an effective working relationship with fellow staff members. Ability to work as part of a team.
11. Ability to interact professionally and courteously with the public.
12. Must have ability to understand and carry out oral and written instructions.

**Special Requirements and Certifications:**

1. Must possess a valid Oregon driver's license or ability to obtain one within six months. Employee must maintain a safe driving record while employed with the City of Cottage Grove.
2. Must be able to pass the department's security clearance standards, including Reference check, Criminal History check and satisfactory driving record.

**Supervisory Duties:**

Position will provide general training and supervision to library volunteers.

**Supervision Received:**

Work is performed under the general supervision of the Head Librarian.

**Contact with Others:**

This position will have regular contact, in person or over phone, video conference or email with City of Cottage Grove staff from the Library and from other City Departments, representatives from other libraries, members of the Friends of the Library and will have daily contact with library patrons.