



City of Cottage Grove
Job Description

Librarian

Department: Library	FLSA: Non-Exempt
Reports to: Head Librarian	Representation: General Unit, Full-Time
Pay Range: 2GU	Date Adopted: <i>Draft</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 performs a variety of duties and professional services, working as part of the library team that provides support and services to the community. This may include specialization in Youth Services, Adult Services and/or Technical Services.

DUTIES AND RESPONSIBILITIES:

The following tasks describe but do not limit the scope of responsibilities. 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.

ESSENTIAL FUNCTIONS:

1. Assist patrons in finding materials, answering reference questions, recommending books, and resolving account issues.
2. Manage and curate library materials, including shelving, checking in/out, processing, repairing, and maintaining collections for all age groups.
3. Plan, coordinate, and execute programs, displays, and marketing efforts for various age groups, including outreach initiatives that involve traveling to schools, parks, and other locations within the city.
4. Process fees, update patron records in the integrated library system (ILS), and compile participation statistics.
5. Communicate through emails, interactions with community organizations, and networking with diverse individuals.
6. Enforce policies, procedures, and regulations while monitoring patron use of library facilities.
7. Youth Services:
 - Plan and conduct youth programming, including summer reading, storytime, and book clubs.
 - Curate and maintain youth collections by ordering materials and creating engaging displays.
 - Research and secure funding for youth initiatives through grant applications.
 - Coordinate programs like Oregon Battle of the Books and serve as a liaison for youth-focused organizations.
8. Adult Services:
 - Develop and implement adult programming, including book clubs, exhibits, and reading initiatives.

- Maintain adult collections, ensuring they remain relevant and diverse.
 - Build partnerships with organizations to enhance educational and literary events.
9. Technical Services:
- Perform cataloging, labeling, and maintenance of library collections, including special collections.
 - Manage inventory and recommend purchases for high-demand materials.
 - Repair books and materials to ensure continued usability for circulation using industry standard methods.
 - Maintain periodicals and assess materials for relevancy and replacement needs.
10. Perform additional duties assigned by management, adapting to evolving library needs.

IMPORTANT FUNCTIONS:

1. Maintain library spaces and equipment, coordinating with IT or maintenance staff as needed.
2. Organize physical and digital records for easy retrieval and compliance with retention policies.
3. Promote library programs through outreach, marketing, and partnerships with schools, local organizations, and businesses.
4. Follow safety procedures and protocols in case of emergencies within the library.
5. Gather feedback from patrons to refine library services, improve accessibility, and enhance programming.
6. Support city and department goals by improving library services and engaging in professional development.
7. Train, supervise, and assess volunteers to ensure consistency and effectiveness.

ESSENTIAL PHYSICAL REQUIREMENTS:

The physical demands listed below represent those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualified disabilities to perform these essential functions.

- **Sitting for extended periods:** The job involves frequent deskwork, such as assisting patrons, cataloging materials, managing circulation processes, and preparing reports.
- **Manual dexterity:** Regular use of computers, barcoding equipment, and library software requires fine motor skills and precision.
- **Occasional lifting and carrying:** Handling books, materials, and equipment may require lifting or carrying items, typically up to 25 pounds.
- **Walking/standing:** Moving between shelves, assisting patrons, setting up programs, and organizing library spaces requires mobility.
- **Visual acuity:** Reviewing detailed cataloging information, managing circulation records, and assisting patrons with digital resources requires excellent close vision.
- **Speaking and hearing:** Effective communication with patrons, staff, and community members through various channels (in person, phone, email) demands clear speech and good hearing.
- **Reaching and bending:** Shelving books, retrieving materials, and maintaining organization in storage areas may require light physical effort.

JOB SPECIFICATIONS:

Education & Experience:

- High school graduation or equivalency *required*.
- 18 years of age or older *required*.

- 3 years of progressively responsible experience in a library, education or similar field *preferred*.
- Bachelor's Degree in Library Science or related study *preferred*.
- Any combination of experience and education that demonstrates the knowledge, skills, and ability to perform the above-described duties.

Knowledge, Skills and Abilities:

Knowledge:

- Fluency in Spanish preferred, including speaking, reading, and writing.
- Principles and practices of library science, including classification systems such as the Dewey Decimal System.
- Library policies, procedures, ethics, and professional standards.
- Navigating research database systems, including cataloging, acquisitions, and bibliographic utilities.
- Professional office practices, including the use of modern office equipment and relevant software applications.
- Online research techniques, internet navigation, and electronic database search skills.
- Website and social media management for library-related content and outreach.
- Strong verbal, presentation, and listening communication skills.
- Ability to work effectively as part of a team and maintain professional relationships with colleagues and the public.
- Capability to understand and execute oral and written instructions.

Skills:

- Provides exceptional customer service in diverse library interactions.
- Adapts to feedback and demonstrates a willingness to improve.
- Operates standard office equipment, including computers and specialized library tools.
- Communicates clearly and professionally, both verbally and in writing.
- Demonstrates strong interpersonal skills, fostering positive interactions with staff and patrons.
- Self-motivated and able to manage time efficiently.
- Organizes tasks effectively to maintain workflow and productivity.
- Shares information accurately and efficiently across various platforms.

Abilities:

- Adjusts to evolving department needs and provides backup support when necessary.
- Works cooperatively with City officials, staff, and the public while maintaining professionalism.
- Functions both independently and collaboratively as part of a team.
- Prioritizes safety and promptly identifies and reports potential hazards.
- Maintains confidentiality when handling sensitive information.
- Establishes priorities effectively and plans work accordingly.
- Stays focused despite interruptions and distractions.
- Exercises judgment, decisiveness, and adaptability in handling changing responsibilities.
- Follows oral and written instructions accurately and efficiently.
- Performs essential job functions with attention to detail and effectiveness.
- Takes on additional responsibilities as assigned by management.

Special Requirements and Certifications:

- Possess and maintain a valid Oregon Driver's License, maintaining a safe driving record. *Outreach efforts require travel, a valid driver's license is necessary to ensure reliable transportation and successful program execution.*
- Must pass a post-conditional job offer criminal history check.

Supervisory Duties:

None.

Supervision Received:

Direct supervision from the Head Librarian.

Confidential Information:

This position involves managing sensitive patron information, including library account details, transaction records, and personal data, while ensuring confidentiality and compliance with privacy policies and library regulations.