

ORGANIZATION:	City of Sherwood	DATE: 2017
LOCATION:	Sherwood, Oregon	
DEPARTMENT:	Library	
FLSA STATUS:	Non-Exempt	
JOB TITLE:	Technical Services Librarian – Pay Group 7	

PURPOSE OF POSITION:

Perform a range of professional library services in a leadership role for library acquisitions, cataloging, and bibliographic control. May act in a lead capacity as Library person-in-charge in the absence of a supervisor.

ESSENTIAL JOB FUNCTIONS:

Develop goals, implement projects and evaluate outcomes and objectives for library technical services, including collection development and management, receiving, cataloging, processing, and distribution of library materials, to align with overall library goals and priorities.

Recommend, plan and implement new collections, bibliographic clean-up projects, cataloging projects and collection reorganization for increased patron access.

Provide original and copy cataloging for library materials according to current standards.

Coordinate physical maintenance of the library collection and stacks, including mending, processing and pre-processing, shelving systems, and storage.

Develop and implement training for staff and volunteers. Assist supervisor to coordinate day-to-day work of staff and volunteers in assigned areas. Produce instructions and guidelines in a variety of formats. Participate in recognition and appreciation of staff and volunteers.

Monitor expenditures in assigned areas.

Independently perform the full range of professional librarian duties, including reference and readers' advisory services, collection development, and provide instruction in the use of library services.

Research vendors and make recommendations for vendor services.

Research library trends and make recommendations to create and implement new library services, technology and programs.

Recommend and assist in the development of library policies and procedures, disaster recovery plan, and strategic planning. Communicate library policies and procedures to employees, volunteers, and patrons.

Understand emergency procedures and act accordingly. Act as person-in-charge in the absence of a supervisor. Assist in the overall security of the library and its premises, including enforcing the behavior policy, as directed by a supervisor.

Represent the Library at City meetings and regional library meetings.

Provide excellence in internal and external customer service. Work to create a positive experience for patrons through professional and courteous behavior and creative problem resolution.

Maintain cooperative working relationships with City staff, other organizations and the general public.

Follow all safety rules and procedures for work areas.

OTHER DUTIES:

Research and develop grant applications and sponsorship requests. Manage grant-funded projects and submit grant reports.

Compile bibliographies and other resources, create displays, develop and implement library programs, promote the library at community outreach events, and provide interlibrary loan management, as needed.

Conduct supply inventories and order supplies.

Perform other duties as assigned.

AUXILIARY JOB FUNCTIONS:

Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: Broad knowledge of the principles, practices and philosophy of public library operations, current methods and principles governing the reference services, cataloging and collection management. Completion of an ALA accredited Master's of Library Science program, and three years professional Librarian experience in a public library system, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

SPECIAL REQUIREMENTS/LICENSES: None.

DESIRABLE REQUIREMENTS: Leadership experience. Participation in professional organizations or endeavors. Knowledge of working within a shared catalog such as a library cooperative, consortium or system.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 25 pounds. Manual

dexterity and coordination are required less than 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

WORKING CONDITIONS:

Usual office working conditions. The noise level in the work area is typical of most open office environments with telephones, personal interruptions, and background noises.

SUPERVISORY RESPONSIBILITIES:

Assist supervisor to provide day-to-day instruction to technical services staff and other librarians participating in acquisitions and cataloging. May provide training and orientation to volunteers, students, and newly assigned personnel on site policies and practices.

SUPERVISION RECEIVED:

Works under the general supervision of the Library Operations Supervisor.