**City of Pendleton**



 **Job Description**

 **Youth Librarian**

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| --- | --- |
| **Department**: Library  | **FLSA**: Non-Exempt |
| **Reports to**: Library Director  | **Representation**: SEIU |
| **Pay Range**: Range 20, SEIU Salary Scale  | **Date**: June, 2010 |

**GENERAL POSITION SUMMARY:** *(why does this position exist)*

Performs a variety of professional level duties and complex clerical work in planning, organizing and implementing services for children, youth and families to meet the needs and service goals of the Pendleton Public Library. Works effectively as part of the library team to provide excellent customer service to the community.

**ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:** *(list those tasks that HAVE TO BE DONE to accomplish the Job Purpose)*

1. Performs professional level materials selection and collection development duties, including reviewing and evaluating materials, performing needs analysis to determine additions to collection, selecting materials, maintaining (weeding) collections in assigned areas and defining the scope and content of various collections to match the developmental needs of the age groups served.
2. Performs professional level reference and reader's advisory duties including assisting patrons of all ages in the use of library collections through the reference interview and instruction in the use of library catalogs, indexes, online databases, the Internet and appropriate print resources.
3. Develops and delivers programs, special events and displays to promote lifelong literacy, reading and research skills. Participates in planning for and creation of promotional posters, bookmarks, press releases, and bibliographies. Prepares and presents book talks, story times, and other programs appropriate for toddlers, preschoolers, school-aged and teen-aged library users. Plans and executes an annual summer reading program to keep youth engaged in reading and positive activities through the summer months.
4. Plans, promotes, organizes and guides a teen advisory program.
5. Serves as a resource for parents seeking information on age-appropriate materials, parenting materials and reading readiness skills.
6. Serves as liaison for cooperative programming activities with public schools.
7. Designs and implements outreach activities for youth organizations and the home school community.
8. Trains and monitors the work of volunteers; provides assistance in training new employees. May provide technical supervision to support staff.
9. Represents the library on local, state or regional committees and professional organizations as required.

10. Maintains clean, organized, attractive and welcoming spaces in the library for use by children and teens.

11. Performs special projects and conducts studies as assigned. Prepares monthly activity reports.

**IMPORTANT FUNCTIONS:** *(list those tasks that may be done, but are not essential to fulfill the job purpose; any ancillary job tasks)*

1. Performs special projects and conducts studies as assigned.

2. Attends training, workshops and seminars as needed.

3. Performs other duties as required.

**DISTINGUISHING CHARACTERISTICS: *(****what separates this job from others in the series?)*

Not in a series.

**JOB SPECIFICATIONS:** *(Education and experience requirements are minimum standards. Other equivalent combinations of education, training and experience will be considered.)*

1**. Education & Work Experience:**

1. Post graduate training in Library Science augmented by responsible work in a public library (MLS preferred); OR
2. Minimum of one (1) year of responsible work in a public library is required;
3. Bilingual in English/Spanish preferred, but not required.
4. Any satisfactory equivalent combination of education and experience.

1**. Education & Experience** *Education and experience requirements are minimum standards.*

1. Bachelors Degree in Library Scienceis required.
2. Masters Degreein library science or related field is preferred, but not required for the position.
3. Work Experience: Indicate the minimum level of work-related experience required to effectively perform the position’s responsibilities. Check only one box.

[ ]  Less than 12 months

[x]  1 – 3 years

[ ]  3 – 5 years

[ ]  5 – 8 years

[ ]  Other

Describe experience: Minimum of one (1) year of responsible work in a public library is required. Bilingual in English/Spanish preferred, but not required.

1. Satisfactory equivalent combination of education and experience.

**2. Special Requirements:**

1. [ ]  Must possess, or be able to obtain by time of hire, a valid driver’s license.
2. [x]  Must be able to pass the department’s security clearance standards including review of criminal history and driving record.

**3. Necessary Knowledge, Skills and Abilities:**

1. Knowledge of the principles and practices of professional librarianship.
2. Knowledge of customer service practices and procedures.
3. Knowledge of electronic media, including online data bases.
4. Skill in using electronic media to accomplish work.
5. Knowledge of City policies, procedures, regulations, and codes related to library operations.
6. Knowledge of safety standards, practices and procedures applicable to area of assignment.
7. Skill in teaching patrons.
8. Skill in performing promotional and community outreach activities.
9. Ability to communicate effectively orally and in writing.
10. Ability to plan, organize, manage and coordinate various activities.
11. Ability to plan, develop and perform a full range of children's programs including story times, summer reading and reading readiness activities.
12. Ability to work independently in the absence of direct supervision.
13. Ability to analyze and review materials in order to determine needs.
14. Ability to maintain regular and predictable attendance to serve customers, interact with co-workers, supervisors, and patrons, attend meetings, training, etc.
15. Ability to establish and maintain effective working relationships.
16. Ability to work as a team member.
17. Ability to perform work in a manner consistent with the City’s Core Values of: Respect, Integrity, Caring, Responsibility, Citizenship, Cooperation and Industriousness.
18. Ability to perform the essential functions of the job.

**4.** **Tools and Equipment Used:** *List specialized tools or equipment needed to perform tasks. Add or delete from the sample list below.*

a) Standard office equipment including telephones, computer, printer, fax machine and copy machines; Computer software (Choose all that apply):

[x]  MS based word-processing, spreadsheet, and/or data base programs

[x]  Outlook or other email communication.

[x]  Internet and/or social media

[x]  Presentation or desktop publishing software

[x]  Specialized or custom software

b) Automobile.

**5.** **Supervision:**

1. This position does not supervise other staff.
2. This position does provide lead worker direction for: volunteers and other staff assigned to the Children’s services.
3. This position reports to The Library Director. Supervision received is (Choose one):

[ ]  Direct. Supervisor provides assignments, directs work on a regular basis, and tasks or procedures are usually well defined.

 [x]  General. Work is assigned more generally and the employee has some autonomy to determine the order or manner in which the work is completed. Existing practices and procedures are used as guidelines to determine work methods.

 [ ]  Limited. Work is performed highly independently with little direction. Position has significant decision-making discretion. Work is evaluated for overall effectiveness.

**6.** **Communications**:

1. Communications are: (*Choose one*)

[ ]  Primarily with other City staff and/or customers.

[x]  Regularly includes others outside the organization (not customers), such as community partners, vendors, and local businesses.

1. The communications may be (*Check any that apply*):

[x]  Complex

[ ]  Controversial

[ ]  Confidential

[ ]  Have significant impact (affect City services or reputation, or have legal or financial consequences)

**7.** **Cognitive Functions**: *Check the one that most closely aligns to position:*

[ ]  Tasks require the employee to remember complex processes and/or be able to perform multi-step jobs without step-by-step instructions. Requires a moderate level of independent thinking and reasoning.

[x]  Tasks are highly creative or complex and requires significant mental exertion that would typically require specialized schooling, training, certification or a license to be able to accomplish. Employee has some control over the planning and performance of the work, and may determine their own practices and procedures.

[ ]  Responsibilities include significant accountability (i.e. could expose the City to risk or liability, generate public censure, or impact the work or reputation of the City.) Work is performed highly independently. Employee has significant control over the planning and performance of the work, and may develop or recommend new practices and procedures.

[ ]  Responsible for developing or approving programs/services; determining quantity and/or quality standards; and monitoring, evaluating, and analyzing program effectiveness to determine success or failure. Routinely engages in autonomous problem-solving. May include developing and implementing policies, procedures or regulations.

**8. Problem Solving:** *Indicate the nature of problems regularly encountered by this position. Check only one box.*

[ ]  Most situations are resolved using standard procedures and established guidelines.

[ ]  Situations are somewhat varied; requires application of specific technical skills and expertise.

[x]  Varied situations that require significant analysis or interpretation; general precedents and practices used, but may be modified.

[ ]  Highly varied and unpredictable situations, complex and often non-recurring; new and creative approaches required.

**9.Work Environment*:*** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. Work is performed primarily indoors. Work is most often in a temperature controlled office.
2. Strength Rating (see attached definitions) is: Light .
3. Hazards include: *Check all that apply and include the percentage of time exposed to the listed hazard:*

[x]  Office environment / no specific or unusual physical or environmental demands.

[ ]  Work on and around heavy construction equipment \_\_\_\_%

[ ]  Exposure to toxic elements/hazardous chemicals \_\_\_\_%

[ ]  Work at heights in excess of 20 feet \_\_\_%

[ ]  More than occasional exposure to poor air quality (excessive dust, smoke, fumes, gases, etc.) \_\_\_\_%

[ ]  Exposure to weather or temperature extremes \_\_\_%

[ ]  Isolation \_\_\_\_%

[ ]  Exposure to light or noise extremes \_\_\_\_%

[ ]  Regular travel outside the City \_\_\_\_%

[ ]  Risk of injury \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(list) \_\_\_\_%

[ ]  Significant physical exertion required to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_%

[x]  Other (describe): Lifting boxes up to 50 lbs on a regular basis, constant standing.

1. General hours of work are 9:00 a.m. – 8:00 p.m. Monday – Thursday. 9am-5pm Friday-Saturday, however persons in this position may be assigned to attend meetings or run activities in the evenings, early morning or on weekends.
2. Variations include (check all that apply):

[ ]  Frequent or regular overtime

[ ]  Subject to emergency call out

[x]  Split or Night shifts

**10.** **Resource Accountability:**

1. Check item(s) that describe involvement in the budgetary process:

[ ]  Not applicable [x]  Input [ ]  Prepare [ ]  Forecast [ ]  Monitor [ ]  Approve

1. This position has resource accountability for the following level of assets (choose one):

[ ]  Significant – as would be typified by purchasing authorization up to $25,000, or responsibility for operation or use of very high-level equipment/assets.

[ ]  Moderate – as would be typified by purchasing authority up to $5,000 or responsibility for operation or use of equipment/assets of moderate value.

[x]  None/Low – employees with no purchasing authority or responsibility for operation or use of equipment/assets of modest value.

1. Persons in this classification are responsible to make purchasing decisions resulting in the most efficient solution for the lowest cost.

*The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

Drafted:

Adopted:

Revised:

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Employee Acknowledgment/Date Supervisor Approval/Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Head Approval/Date Administration Approval/Date

Overall Job Strength Rating Definitions

(Oregon Workers’ Compensation Rules, Div. 436-035-0012)

**S - Sedentary** – exerting up to 10 pounds of force occasionally, or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects. Job is mostly sitting, but brief walking and/or standing (occasionally) may be required.

**L – Light**  - exerting up to 20 pounds of force occasionally, or up to 10 pounds of force frequently, or a negligible amount of force continually to lift, carry, push, pull or move objects. Job is largely sitting, but more than sedentary walking or standing may be required. Work is light if job tasks are done sitting, but considerable upper body or arm movement or use of leg controls is involved.

**M – Medium** - exerting 20 to 50 pounds of force occasionally, or 10 to 25 pounds of force frequently, or greater than negligible up to 10 pounds of force continually to lift, carry, push, pull or move objects. Standing, walking, and/or other positional physical movements may be occasional to frequent.

**H – Heavy** – exerting 50 to 100 pounds of force occasionally, or 25 to 50 pounds of force frequently, or 10 to 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.

**V/H – Very Heavy** – exerting in excess of 100 pounds of force occasionally, or in excess of 50 pounds of force frequently, or in excess of 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.