

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Librarian II**

Dept: **Public Services**

Reports to: **Varies**

Effective Date: **Revised December 2018**

Job Code Number: **10212**

Grade Number: **18, Represented**

FLSA Status: **Exempt**

General Position Summary:

Perform a variety of advanced and complex professional library services in conjunction with selection, maintenance, reference and circulation of KCLS materials to meet the educational, recreational and information needs of the system. Promotes library services and represents KCLS to the community through education and outreach.

Essential Duties/Major Responsibilities:

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Answer a variety of routine and complex reference questions by phone or in person.
2. Assist patrons in use of library collections.
3. Design and implement training programs.
4. Select library materials for purchase from system-developed lists and other sources based on knowledge of community and/or target audience interests.
5. Evaluate collections and allocate and control materials budget as assigned.
6. Establish liaison with various organizations within the community including agencies, daycares, and schools in order to promote library services and facilitate programming and service delivery.
7. Plan, schedule, arrange publicity and present booktalks, storytimes and programs for various age groups, both in the library and in the community.
8. Promote library services including displaying materials and preparing bulletin boards to generate increased usage.
9. Maintain special collections, vertical files, and indexes as assigned.
10. Provide outreach services to homebound patrons, day care centers, and after school programs.
11. Classify and catalog original library materials according to Library of Congress standards, WLN protocol, and KCLS requirements.
12. Serve as a lead over a number of Librarian I and/or other positions as assigned.
13. Work a varied schedule, including evenings and weekends.
14. Perform other related duties as assigned.

Secondary Duties:

1. Responds to patron complaints and problems.

2. Perform circulation and related clerical activities as workload dictates.

Core Competencies:

Customer Focus

Primarily focused on customer needs, able to deliver high quality, value added services. Constantly strives to find new ways to increase customer satisfaction and understanding, foster equitable services, and forge meaningful connections.

Valuing Diversity

Manages relationships with all kinds and classes of people inclusively and equitably; respects, values, and encourages the unique dimension each employee adds to the organization and each member of the community brings to the whole. Seeks opportunities to learn from differences.

Ethics, Values, and Judgment

Exercises best judgment, trustworthiness, and professional standards of conduct; consistently demonstrates organizational values, moral principles, and accountability in behavior, character and action. Defends intellectual freedom and patron confidentiality.

Professional & Technical Knowledge

Demonstrates proficiency in professional and technical skills/ and or knowledge in position-related areas; purposely keeps up with current developments and trends in areas of expertise, in order to foster personal success and connections for others.

Interpersonal Savvy

Relates well to all kinds of people at all levels, both internally and externally; builds appropriate relationships; interactions are often purposeful and constructive.

Dealing with Ambiguity

Can shift gears comfortably; can decide and act without the total picture; can comfortably handle risk and uncertainty, does not exhibit excessive need to control or track, can 'let go' and move forward in uncertainty.

Organizing and Planning

Establishes courses of action for self, can influence others to ensure that work is efficient, appropriately sensitive to real restraints on time and resources. Willing to take a risk.

Teamwork/Collaborating

Works cooperatively and productively with others to achieve goals and deliverables. Is aware of, utilizes and celebrate their own and team member's strengths and differences.

Accountability

Holds self, direct reports, and others accountable for achieving intended outcomes; follows up and monitors progress to ensure that things stay on track; models organizational values and norms.

DESIRED MINIMUM QUALIFICATIONS

Education/Experience:

- Masters of Library Science degree from an American Library Association accredited school of Librarianship and Washington State certification as a Librarian.
- Five to eight years' experience as a professional librarian. Evidence of training, experience, or study in a relevant functional area.

SPECIAL REQUIREMENTS

Valid Washington driver's license. Washington State Librarian Certification.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to sit and talk or hear, and to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 50 pounds, and push/pull carts up to 150 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

Job is performed in doors in a library setting or office environment. The position requires extensive travel and PC monitor work and extensive close work. Extended periods of standing are required in some instances. There may be some exposure to angry or hostile individuals.

Advancement Possibilities:

Managing Librarian Series

The duties listed above are intended only as illustrations of the various types of work that may be performed. 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 KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: _____
HR Director