

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Librarian - CFJC**
Dept: **Library Outreach, Programs & Services**
Reports to: **Public Services Coordinator**
Effective Date: **November 2022**

Job Code Number: **10206**
Grade Number: **17**
FLSA Status: **Non-Exempt**
Union: **Represented (1857-M)**

General Position Summary:

Performs a variety of professional programs and services that are responsive to the educational, recreational and informational needs of the youth residents at the Judge Patricia H. Clark Children and Family Justice Center (CFJC). Participates in management of KCLS materials at the CFJC Library. Collaborates with King County Department of Adult and Juvenile Detention (DAJD), CFJC partners and KCLS Youth and Family Services team to develop and deliver inclusive and equitable programs and services. Provides basic technological and in-depth informational assistance and quality library service to encourage residents to be active and welcome users of KCLS community libraries upon their release. Represents KCLS within larger community.

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. Partners with DAJD staff and other stakeholders to co-create, direct, deliver, and evaluate culturally responsive services, programs and presentations that align with existing KCLS teen program initiatives and meet the needs and interests of youth residents.
2. Works with the Teen Services Coordinator and Youth and Family Services team to align programs and services at CFJC with KCLS' strategic goals and mission, vision, and values.
3. Develops relationships and partnerships with community-based organizations as potential contractors for presenter-based programs. Schedules programs, initiates contract requests, and advises presenters on CFJC compliance and access policies and procedures.
4. Engages with youth residents using many delivery methods. Promotes the use of materials, services and programs to CFJC.
5. Identifies and stays current with research and best practices in trauma-informed care and the juvenile justice system. Understands the informational needs and interests of youth in custody. Working within the framework of DAJD policies and procedures, identifies future needs and trends for information services.
6. Provides and responds to in-depth readers' advisory, informational and specialty service questions. Assists and educates youth residents in the use of library technology resources.

7. Promotes and supports Intellectual Freedom principles with DAJD staff, other stakeholders, and youth residents. Resolves related concerns or redirects to appropriate source.
8. Promotes and supports KCLS's Diversity, Equity and Inclusion values with DAJD staff, other stakeholders, and youth residents. Centers the experiences of people and communities who are most affected by structural inequities when engaging in programming, partnerships, and information services work.
9. Follows KCLS policies and procedures around patron privacy, confidentiality and intellectual freedom. Follows all DAJD policies and procedures.
10. Proactively engages with DAJD staff and the Teen Services Coordinator to create and provide relevant and timely communications.
11. Participates in collection development and maintenance activities.
12. Ensures that youth residents and their support systems are connected and able to access KCLS libraries in community, through account access, bibliographic instruction, and setting behavioral expectations for future success when visiting community libraries.

Secondary Duties:

1. Assists in preparing the CFJC budget and service contract, as needed.
2. Initiates, participates and collaborates in the library profession beyond KCLS. Maintains professional expertise in order to provide relevant public service.
3. Initiates, participates and collaborates with KCLS staff on projects and committees.
4. Participates in activities such as staff meetings and trainings.
5. Performs other related duties, as assigned

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.

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.

Decision Quality

Makes decisions and solves problems, can deal adeptly with varied levels of complexity, ambiguity, and risk; takes responsibility and accepts ownership for decisions regardless of outcome. Responds promptly and appropriately in crisis situations.

Education and Experience:

- Masters of Library and Information Science degree, or equivalency, from an American Library Association accredited school of Librarianship.
- Evidence of training, experience, or study in area of service specialty (e.g., juvenile justice, youth in custody).

Special Requirements:

- Washington State Librarian's Certificate
- Current COVID-19 Vaccination (as required by DAJD)
- Ability to pass DAJD Background Check, fingerprinting, and Prison Rape Elimination Act (PREA) training

Physical Demands:

While performing the duties of this job, the employee is constantly using hands to grasp objects, frequently finger/keyboarding. The employee will frequently stand and walk and reach up to chest level with hands and arms and up to frequently will bend. Occasionally squats, kneels and sits on floor and will seldom crawl. The employee will frequently lift/carry 10 pounds, occasionally up to 20 pounds and seldom up to 50 pounds and up to frequently push/pull carts using light force.

Work Environment:

This job is performed indoors, in a library setting located at a secure correctional facility. Job involves working a varied schedule, including evenings and weekends, which may change periodically. Encounters situations that involve behavioral issues. Requires strict adherence to safety and compliance regulations.

Advancement Possibilities:

- Public Services Coordinator
- Youth & Family Services Manager
- Librarian & Information Services Manager
- Other Manager or Coordinator classifications

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: _____
Director of HR

Revised: November 2022