

**KING COUNTY LIBRARY SYSTEM**  
**Job Description**

Title: **Librarian – Mobile Services**

Dept.: **Public Services**

Reports to: **Manager – PS**

Effective Date: **Revised January 2021**

Job Code Number: **20926**

Grade Number: **17, Represented**

FLSA Status: **Exempt**

General Position Summary:

Analyzes current homebound delivery service to patrons with operational impact goal to streamline operations and refocus service priorities. Evaluates associated volunteer program and implements changes in accordance with recommendations. Explores feasibility of the delivery system for homebound patrons. Participates in selection and maintenance of KCLS materials to meet the educational, recreational and information needs of the community. Develops and delivers programs and services. Provides patrons with basic technological and in-depth informational assistance. Represents KCLS within larger community. Primary focus on senior populations.

Essential Duties/Major Responsibilities:

1. Conducts analysis of current homebound delivery service, including assessment of mail delivery service approach.
2. Conducts analysis of volunteer program associated with current homebound service.
3. Locates and provides KCLS materials, and provide reader's advisory and ready reference to a patron population that is unable to get to any local branch to utilize services or access material for assigned service populations.
4. Creates, develops, directs and delivers relevant services and programs.
5. Engages with the community and special population groups through multiple delivery methods. Promotes the use of materials, services and programs to the community.
6. Participates in community activities by providing information, answering questions and discussing community needs for services. Represents the Library and makes public presentations.
7. Identifies and stays current with KCLS service areas and understands their informational needs and interests. Plans and organizes information for use by unique population groups. Identifies future needs and trends for information services.
8. Routinely acts as lead library staff person when out on mobile site visits. Act as library liaison with staff and patrons of facilities. Uphold library policies and procedures when offsite, including Library Rules of Conduct enforcement. Promotes, educates and supports Intellectual Freedom principles with staff and patrons. Resolves related concerns or redirects to appropriate source.
9. Mentors, trains, and models for other staff. Manages the volunteer program associated with homebound service.
10. Creates and provides relevant and timely communications.

Secondary Duties:

1. Initiates, participates and collaborates in the library profession beyond KCLS. Maintains professional expertise in order to provide relevant public service.
2. Initiates, participates and collaborates with KCLS staff on projects and committees.
3. Participates in activities such as staff meetings, committee work and trainings.
4. 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.

**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.

### **Compassion**

Authentically cares about people with a desire to help them; demonstrates real empathy with and for others, yet, maintains appropriate boundaries.

### **Composure**

Calm and reflective, self-possessed even in the face of provocation, recognizes and manages stress appropriately, even during tough times.

## **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.
- Evidence of training, experience, or study in a relevant functional area.
- Experience designing, managing, and evaluating a program, service, or project or demonstrated ability to perform those responsibilities.

## **SPECIAL REQUIREMENTS**

### Washington State Librarian's Certificate

The position requires a valid and clean Washington State driver's license. Candidates must successfully complete KCLS driver training within the first three months of employment.

## **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is constantly using hands to grasp objects, books and drive. Frequently required to walk and sit. Frequently reach out with hands and arms, frequent neck twist for driving and occasionally twisting at back and bending and kneeling when working with books, driving and loading. Frequently using foot controls. The employee will occasionally lift up to 25 pounds for loading or stacking boxes, some shifts may lift seldom up to 55 pounds for equipment. Will occasionally push/pull with moderate force for moving loaded carts and occasionally uses hand trucks using light force.

## **WORK ENVIRONMENT**

Performs job in a library or community setting with some hectic or demanding situations. It includes work at a PC monitor. Extended periods of standing are required in some instances. Job involves working a varied schedule, including evenings and weekends, which may change periodically. Encounters situations that involve behavioral issues. Position involves frequent interruptions with maximum flexibility required.

### Advancement Possibilities:

Supervising Librarian

Librarian 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