

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Librarian – Public Services**

Job Code Number: **20925**

Dept.: **Library Operations**

Salary Grade: **17**

Reports to: **Librarian & Information Services Manager**

FLSA Status: **Non-Exempt**

Effective Date: **September 2022**

Union: **Represented (1857-M)**

General Position Summary:

Performs a variety of professional programs and services that are reflective of, and responsive to, community needs and assets. Participates in management of KCLS materials to meet the educational, recreational and information needs of the community. Develops and delivers inclusive and equitable, community-led programs and services. Develops collaborative relationships, programs, and services in partnership with community members and organizations. Provides patrons with basic technological and in-depth informational assistance. 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. Creates, develops, directs, delivers, and evaluates relevant services and programs, including co-creating programs with the community.
2. Develops relationships and partnerships with community-based organizations, including civic, business, education, and cultural communities.
3. Engages with the community and target service population (e.g., children, teens, adults) using many delivery methods. Promotes the use of materials, services and programs to the community.
4. Participates in community activities by providing information, answering questions and discussing community needs for services. Represents the Library and makes public presentations.
5. Identifies and stays current with service area and understands their informational needs and interests. Plans and organizes information for use by service population. Identifies future needs and trends for information services.
6. Provides and responds to in-depth readers' advisory, informational and specialty service questions. Provides depth of knowledge in specialty area or skill set such as children's, teen and adult services. Assists and educates patrons in the use of library technology resource.
7. Promotes and supports Intellectual Freedom principles with staff and patrons. Resolves related concerns or redirects to appropriate source.
8. Promotes and supports KCLS's Diversity, Equity and Inclusion values with staff and patrons. Centers the experiences of people and communities who are most affected by structural inequities when engaging in programming, partnerships, and information

services work.

9. Mentors, trains, and models for other staff. Works closely with the Public Services Assistant (PSA) position in support of excellence in informational and readers' advisory services.
10. Creates and provides relevant and timely communications.
11. Participates in collection development and maintenance activities.

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 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.

Education/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 an area of service specialty (e.g., Children's, Teen, Adult Services).

Special Requirements:

- Washington State Librarian's Certificate
- Valid Washington State Driver's License

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:

The job is performed indoors and outdoors, in a library setting and in the community. Job involves working a varied schedule, including evenings and weekends, which may change periodically. Work involves travel between libraries within a region. Encounters situations that involve behavioral issues. Position involves frequent interruptions with maximum flexibility required.

Advancement Possibilities:

- 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 2018
September 2022