

## **CITY OF NORTH PLAINS**

### **JOB DESCRIPTION      LIBRARIAN I**

REPORTS TO: Library Director	DEPARTMENT: Library	CLASSIFICATION: Non-exempt	Payroll Group:
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#### **JOB SUMMARY:**

Under the supervision of the Library Director, performs professional and operational work for the public library. This person acts as the library's programs coordinator, has collection development responsibilities, and trains other staff and volunteers as needed.

#### **ESSENTIAL FUNCTIONS:**

##### **Primary Responsibilities Include:**

1. Maintains good relations with public, staff, and volunteers
2. Researches, schedules, plans, organizes, develops program ideas and materials, and coordinates program logistics.
3. Oversees summer reading programs, school tours, class visits, outreach programs, and special events.
4. Participates in the development and monitoring of the program budget and statistics; maintains accurate records and generates reports involving expenditures and program performance.
5. Develops the library's marketing and promotion network, with emphasis on technology tools.
6. Promotes programs and services to the public, including preparing flyers, news releases, pamphlets, brochures, and e-blasts along with social network and website updates using the City of North Plains communications guidelines.
7. Maintains an event calendar that covers library programs and events.
8. Participates with other community agencies to extend and promote library programs.
9. Works at the library service desk, greeting and assisting patrons, and handling all aspects of library operations.
10. Assists patrons on the selection of reading materials appropriate for their needs and assists in interpretation of library materials.
11. Makes recommendations for improvements in services and collections.
12. Contributes expertise to collection development by reading and evaluating reviews, patrons' requests, and popular trends and selecting books for the collections.
13. Weeds, withdraws, and supervises the repair of library materials as needed.

##### **Additional Work:**

1. Manages library operations and facility in the absence of the Director;
2. Maintains and increases proficiency by attending meetings, continued-education training, and reading professional literature;
3. Will attend/participate in all required City trainings;
4. Attends workshops, meetings, and conferences as appropriate

#### **KNOWLEDGE AND ABILITIES:**

#### **LANGUAGE SKILLS:**

1. The ability to understand and execute oral instructions;
2. The ability to read and comprehend written instructions, correspondence, and memos;
3. The ability to compose correspondence, reports, and memos;
4. The ability to effectively present information in one-on-one and small group situations to customers, vendors, and other employees of the organization.

#### **MATHEMATICAL SKILLS:**

1. The ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals;
2. The ability to compute rate, ratio, and percent, and to create and interpret bar graphs.

#### **GENERAL SKILLS:**

1. Working knowledge of computers, computer troubleshooting, and electronic data processing;
2. Working knowledge of modern office practices and procedures;
3. Working knowledge of library practices and procedures;
4. Skill in operating listed tools and equipment;
5. The ability to establish successful working relationships;
6. The ability to work under pressure and stay focused with frequent interruptions;
7. The ability to work well with the public;
8. The ability to communicate clearly and concisely, both orally and in writing;
9. The ability to interpret and explain City policies, and procedures.
10. The ability to thrive in a busy and sometimes chaotic setting;
11. The ability to work calmly and effectively with sometimes abusive and/or angry individuals.

#### **TOOLS AND EQUIPMENT:**

1. Personal computer, including advanced word processing and spreadsheet software;
2. Printer, typewriter, 10-key calculator, phone, copy machine, fax machine, cash register, projector, laminator, video camera, AV equipment
3. Standard Library equipment such as self-check machine, security gates, disk cleaner, etc.

#### **QUALIFICATIONS:**

##### **EDUCATION/EXPERIENCE:**

1. Master's degree in Library and Information Science
2. Knowledge of public library principals, methods, techniques, policies, procedures and reader interests, and the ability to translate these into everyday operations
3. Knowledge of current library technologies and applications
4. Has the ability to give friendly, expert service to patrons of all ages and walks of life
5. Possesses initiative, sound judgment, tact, courtesy, and can communicate effectively with patrons and staff
6. Has the ability to foster teamwork among staff and volunteers, prioritizing and focusing to give the best possible service to patrons and meet the needs of the North Plains community.
7. Is accurate, attentive to detail and is able to maintain a variety of library records and statistics
8. Must be able to work evenings and Saturdays, including working a flexible schedule to accommodate library programs

**WORK ENVIRONMENT:**

1. Subject to distractions, phone interruptions, deadlines, and heavy customer contact;
2. The ability to work calmly and effectively with sometimes abusive and/or angry individuals;
3. May be required to attend evening and out of town meetings and conferences.

**NECESSARY SPECIAL REQUIREMENTS:**

1. This position requires a valid Oregon Driver's License and a safe driving record.
2. This position may require riding a "book bike" or mobile library bicycle.
3. Ability to pass reference and degree verification checks and to satisfy the requirements of a background check.

**PHYSICAL ABILITIES:**

1. The ability to sit and stand for prolonged periods of time;
2. Sufficient visual and hearing ability to conduct the work described;
3. The ability to reach, stoop, kneel, crouch, or crawl;
4. The ability to push, pull, lift, and move up to 40 lbs., and to move materials (ex. books) weighing up to 10 lbs. on a frequent basis throughout the entire work shift;
5. The ability to use manual dexterity and coordination for 90% of the work shift.

**DISCLAIMER:** Job profiles are not intended, nor should they be construed to be, an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions or similar behaviors, attributes or requirements associated with a job.

**The City of North Plains is an Equal Opportunity Employer**

## JOB ANALYSIS: ESSENTIAL JOB FUNCTIONS: LIBRARIAN I

Temporary modifications to provide reasonable accommodations, or transitional work assignments, do not waive any essential functions of the job requirements.

### RATING MEASUREMENT for FREQUENCY of ACTIVITY

Frequency	% of Day	Number of Times Per Hour	Minimum Per Hour
Rarely	1%	1x	6-12 min per hour
Occasionally	2-33%	Up to 20x	Up to 20 min per hour
Frequently	34-66%	21-120x	Up to 40 min per hour
Constantly	67+%	>120x	>40 min per hour

Requirement	Essential for Job	Frequency of Activity	Comments	Sustained Effort	Repetitive Effort
<b>BODY MECHANICS/MOTION</b>			TBD by actual	TBD by actual	TBD by actual
Lifting: 0-10 lbs. to full extension	Yes	Frequently			
Lifting: 11-25 lbs. from floor to overhead	Yes	Occasionally			
Lifting: From floor to 67" 26-50 lbs. or up to 75 lbs.	Yes	Rarely			
Lift 75-100 lbs.	No	Rarely			
Lift more than 100 lbs.	No	Rarely			
Carrying 0-10 lbs. up to 50 feet	Yes	Frequently			
Carrying 11-25 lbs. up to 50 feet	Yes	Occasionally			
Carrying 26-50 lbs. or up to 75 lbs. 5-20 feet	Yes	Rarely			
Carry 75-100 lbs.	No	Rarely			
Carry more than 100 lbs.	No	Rarely			
Push 1 to 10 lbs.	Yes	Frequently			
Push 11 to 20 lbs.	Yes	Frequently			
Push 21 to 50 lbs.	Yes	Frequently			
Push 51 to 75 lbs.	No	Rarely			
Push 76 to 100 lbs.	No	Rarely			
Push more than 100 lbs.	No	Rarely			

Requirement	Essential for Job	Frequency of Activity	Comments	Sustained Effort	Repetitive Effort
Pushing up to 50 lbs. of force, up to 50 feet	No	Rarely			
Pull 1 to 10 lbs.	Yes	Frequently			
Pull 11 to 20 lbs.	Yes	Frequently			
Pull 21 to 50 lbs.	Yes	Frequently			
Pull 51 to 75 lbs.	No	Rarely			
Pull 76 to 100 lbs.	No	Rarely			
Pulling 100 lbs. of force, up to 100 feet	No	Rarely			
Reaching above shoulder full extension	Yes	Frequently			
Reaching at or below shoulder: shoulder to ground	Yes	Frequently			
Grasp/Power grip	Yes	Constantly			
Pinch	Yes	Frequently			
Balance	Yes	Constantly			
Bend	Yes	Frequently			
Kneel	Yes	Frequently			
Crawl	Yes	Frequently			
Twist	Yes	Frequently			
Reach forward	Yes	Constantly			
Climb stairs	Yes	Occasionally			
Climbing ladder	Yes	Rarely			
Walking/Standing	Yes	Constantly			
Sitting/Sustained	Yes	Constantly			
Operate foot controls	Yes	Rarely			
Driving	Yes	Frequently			
Use of arms	Yes	Constantly			
Use of wrists	Yes	Constantly			
Use of hands	Yes	Constantly			
Squeezing	Yes	Constantly			
Multi-limb coordination: Ability to coordinate two or more limbs while sitting, standing, or lying down	Yes	Constantly			
Arm-Hand Steadiness: Ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position	Yes	Constantly			

Requirement	Essential for Job	Frequency of Activity	Comments	Sustained Effort	Repetitive Effort
<b>Finger Dexterity:</b> Ability to make precisely coordinated movements of fingers of one or both hands to grasp, manipulate, or assemble objects	Yes	Constantly			
<b>Gross Body Coordination:</b> Ability to coordinate movement of arms, legs, and torso together when whole body is in motion	Yes	Constantly			
<b>Stamina:</b> Ability to exert oneself physically over long periods of time without getting winded or out of breath	Yes	Frequently			
<b>Static Strength:</b> Ability to exert maximum muscle force to lift, push, pull, or carry objects	Yes	Occasionally			
<b>Trunk Strength:</b> Ability to use abdominal and lower back muscles to support part of body repeatedly or continuously over time without fatiguing	Yes	Frequently			
<b>Explosive Strength:</b> Ability to use short bursts of muscle force to propel oneself, or to throw an object	Yes	Rarely			
<b>Rate Control:</b> Ability to time self-movements, or movements of a piece of equipment in anticipation of changes in speed and/or direction of a moving object or	Yes	Frequently	e.g., pushing a book cart		

Requirement	Essential for Job	Frequency of Activity	Comments	Sustained Effort	Repetitive Effort
scene					
Extent Flexibility: Ability to bend, stretch, twist, or reach with body, arms, or legs	Yes	Frequently			
Gross body equilibrium: Ability to keep or regain body balance or stay upright when in an unstable position	Yes	Constantly			
Dynamic Strength: Ability to exert muscle force repeatedly or continuously over time. This involves muscular endurance and resistance to muscle fatigue	Yes	Occasionally			
Wrist-finger speed: Ability to make fast, simple, repeated movements of the fingers, hands, and wrists	Yes	Constantly			
Dynamic Flexibility: Ability to quickly and repeatedly bend, stretch, twist, or reach out with body, arms, and/or legs	Yes	Frequently			
UPPER EXTREMITY					
Reaching behind body	Yes	Occasionally			
Repetitive front to side arm movement	Yes	Frequently			
Awkward wrist motions	Yes	Frequently			
Impact to palm hand	Yes	Occasionally			
Keyboarding/10 key	Yes	Constantly			
ENVIRONMENTAL FACTORS					
Time spent outside	Yes	Occasionally			
Time spent inside	Yes	Constantly			
Time spent in normal	Yes	Constantly			

Requirement	Essential for Job	Frequency of Activity	Comments	Sustained Effort	Repetitive Effort
<b>temperature</b>					
Time spent in heat	Yes	Occasionally			
Time spent in cold	Yes	Occasionally			
Time spent in wet conditions	Yes	Occasionally			
Low background noise	Yes	Constantly			
Moderate background noise	Yes	Constantly			
High background noise	Yes	Frequently			
Fumes/odors	Yes	Rarely			
Dust	Yes	Frequently			
Cramped workspace	Yes	Occasionally			
Exposure to hazardous materials	Yes	Rarely			
Exposure to Blood Borne Pathogens	No	Rarely			
<b>WORK CONDITIONS</b>					
Work extended hours	Yes	Occasionally-Frequently			
Travel to multiple worksites	Yes	Occasionally-Frequently			
<b>PPE REQUIRED</b>					
Ear Plugs	No	Rarely			
Footwear	No	Rarely			
Safety Glasses	No	Rarely			
Gloves	No	Rarely			
Coveralls	No	Rarely			
Respiratory Equipment	No	Rarely			
Safety Helmets	No	Rarely			
<b>SURFACE</b>					
Slippery	Yes	Occasionally			
Uneven	Yes	Occasionally			
Varying terrain	No	Rarely			
Cement	Yes	Frequently			
<b>SUSTAINED VIBRATION</b>					
Low intensity and length	No	Rarely			
Moderate intensity and length	No	Rarely			
High intensity and length	No	Rarely			
Use pneumatic tools	No	Rarely			
<b>SENSORY</b>					



Requirement	Essential for Job	Frequency of Activity	Comments	Sustained Effort	Repetitive Effort
<b>REQUIREMENTS</b>					
<b>Speaking</b>	Yes	Constantly			
<b>Regular Hearing</b>	Yes	Constantly			
<b>Hearing Sensitivity: Ability to detect or tell the differences between sounds that vary in pitch and loudness</b>	Yes	Constantly			
<b>Auditory Attention: Ability to focus on single source of sound in presence of other distracting sounds</b>	Yes	Constantly			
<b>Sound Localization: Ability to tell direction from which a sound originated</b>	Yes	Constantly			
<b>Near Vision</b>	Yes	Constantly			
<b>Far Vision</b>	Yes	Constantly			
<b>Glare Sensitivity: Ability to see objects in presence of glare or bright lighting</b>	Yes	Frequently			
<b>Night Vision: Ability to see under low light conditions</b>	Yes	Occasionally			
<b>Peripheral Vision: Ability to see objects or movement of objects to one's side when eyes are looking ahead</b>	Yes	Frequently			
<b>Visual Color Discrimination: Ability to match or detect differences between colors, including shades of color and brightness</b>	Yes	Frequently			
<b>Touch</b>	Yes	Constantly			
<b>Taste</b>	No	Rarely			
<b>Smell</b>	Yes	Rarely			
<b>Balance</b>	Yes	Constantly			
<b>TECHNICAL SKILLS</b>					
<b>Operate a motor vehicle</b>	Yes	Frequently			

Requirement	Essential for Job	Frequency of Activity	Comments	Sustained Effort	Repetitive Effort
Operate heavy equipment	No	Frequently			
Operate hand tools	Yes	Rarely			
Operate power tools	No	Rarely			
Operate hydraulic equipment	No	Rarely			
Operate a computer	Yes	Constantly			
Use a mouse or tracking ball (may include using voice-command software instead of hands)	Yes	Constantly			
Use a copier	Yes	Frequently			
Use a ten key or calculator	Yes	Frequently	Use ten key as part of computer		
Use a fax machine	Yes	Rarely			
Use email	Yes	Frequently			
Use telephone (may include using a headset vs. using hands)	Yes	Frequently			
Control Precision: Ability to quickly and repeatedly adjust controls of a machine or vehicle to exact positions	Yes	Frequently			
<b>COGNITIVE SKILLS</b>					
Maintain attention and concentration for extended periods	Yes	Constantly			
Performance activities within a schedule	Yes	Constantly			
Maintain regular attendance	Yes	Constantly			
Adapt to changes in work schedule	Yes	Frequently			
Adapt to changes in work deadlines	Yes	Frequently			
Adapt to changes in work setting	Yes	Frequently			
Work independently	Yes	Constantly			
Sustain normal work routine without special supervision	Yes	Constantly			

Requirement	Essential for Job	Frequency of Activity	Comments	Sustained Effort	Repetitive Effort
Work in coordination with others	Yes	Constantly			
Work in proximity to others	Yes	Constantly			
Make simple work-related decisions	Yes	Constantly			
As appropriate for the job, provide direction, instruction, or respond to questions	Yes	Constantly			
Complex problem solving	Yes	Constantly			
Analyze data	Yes	Constantly			
Written Expression: Ability to communicate information and ideas in writing so others will understand	Yes	Constantly			
Speaking: Talking to others to convey information effectively	Yes	Constantly			
Active listening	Yes	Constantly			
Independent judgement and decision-making	Yes	Constantly			
Flexibility/adaptability	Yes	Constantly			
Attention to detail	Yes	Constantly			
Time management	Yes	Constantly			
Remember locations	Yes	Constantly			
Remember work-like procedures	Yes	Constantly			
Understand and remember simple instructions	Yes	Constantly			
Understand and remember detailed instructions and procedures	Yes	Constantly			
Critical thinking	Yes	Constantly			
Social perceptiveness	Yes	Constantly			
Reading Comprehension: Understanding written sentences and paragraphs in work	Yes	Constantly			

Requirement	Essential for Job	Frequency of Activity	Comments	Sustained Effort	Repetitive Effort
related documents					
Reaction Time: Ability to quickly respond (with hand, finger, or foot) to a signal (sound, light, picture, body language) when it appears	Yes	Constantly			
Speech recognition: Ability to speak clearly	Yes	Constantly			
Perceptual Speed: Ability to identify and understand speech of another person	Yes	Constantly			
Response Orientation: Ability to quickly choose between two or more movements in response to two or more different signals	Yes	Constantly			
Depth Perception: Ability to judge which of several objects are closer or farther away; judge the distance between individual and object	Yes	Constantly			
Memorization: Ability to remember information such as words, numbers, pictures, and procedures	Yes	Constantly			