

CITY OF TUALATIN

Classification Description

Job Title: Librarian I - Technical Services
Department: Community Services
Reports To: Library Support Services Supervisor
FLSA Status: Non-Exempt

SUMMARY: Performs complex professional library work in acquisitions, cataloging and bibliographic control. Responsible for purchasing, receiving, classifying, cataloging and processing library materials. Assists the Library Support Services Supervisor in planning, implementing and monitoring the library's automated computer systems, which include the shared circulation and catalog system, public Internet access system, and other hardware and software applications used by library staff and the public.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Acquires library materials from various vendors; tracks ordering, receiving, invoices and expenditures.

Classifies, catalogs and processes materials in all formats. Performs copy cataloging. Reviews copy cataloging done by others. Performs full original cataloging of books and non-book materials using MARC format. Establishes correct authority records for names, series, uniform titles, etc.

Acquires and uses records from various vendors, following national and local cataloging standards and practices, with attention to efficient and accurate cataloging and processing of books and monographs, serials, electronic resources, non-print media, and foreign language materials.

Maintains authority control and the bibliographic database for local holdings.

Does physical processing of materials.

Provides technical and troubleshooting support for all library computer hardware and software.

Listens, communicates and interacts positively with co-workers and the public to enhance effectiveness of work unit and customer service and to promote productivity.

May perform general reference assistance.

Prepares reports and statistical summaries.

Drives to city facilities, vendors, training programs, and local and regional meetings as necessary.

SUPERVISION: Works under the direction of the Library Support Services Supervisor. Assignments are general in nature requiring the application of technical skills and knowledge. Supervision of other employees is not a normal responsibility of this position. May be assigned as a lead person to direct specific work activities of employees or volunteers working on specific projects.

COMPETENCY: To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Collects and researches data.

Technical Skills - Pursues training and development opportunities; Shares expertise with others.

Oral Communication - Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Able to read and interpret written information.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Includes appropriate people in decision-making process.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently.

Professionalism - Approaches others in a tactful manner; Able to build and maintain effective working relationships with subordinates, staff, volunteers, and representatives from outside jurisdictions.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Skills: Ability to communicate effectively in English in oral and written form. Ability to read, analyze, and interpret common scientific and technical journals, financial reports, policies, and procedural and legal documents. Ability to respond to complex inquiries. Ability to write correspondence and reports that conform to a prescribed style and format. Ability to effectively present information to a wide range of individuals or groups in written or oral format. Ability to give instructions on the use of catalogs, indexes, files research tools, databases and reference materials.

Reasoning Ability: Ability to respond effectively and tactfully to common inquiries or complaints from patrons, other agencies, or members of the Library and City staff. Ability to think analytically and develop new or revised procedures and workflow. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to organize and prioritize multiple tasks and duties.

Computer Skills: Knowledge of current software applications related to the functions and operations of a public library, specifically circulation services cataloging and acquisitions. Ability to operate and do basic troubleshooting on a personal computer hardware and software. Working knowledge of word processing, spreadsheet, and database software.

Technical Skills: Knowledge of library science theory and practice in the areas of collection management, technical services, circulation services and intellectual freedom. Basic knowledge of record keeping and accounting. Ability to work with the public in a friendly, positive, and professional manner. Ability to interact positively with co-workers and to work with them to improve effectiveness and quality service.

Certificates, Licenses, Registrations: Possession of, or ability to obtain possession of, a valid Oregon driver's license.

EDUCATION and/or EXPERIENCE: Master's Degree in Library Science (M.L.S.) from an ALA-accredited Library school and experience working with automated library systems.

Requires a background and knowledge of automated library computer systems and services; issues, trends and functions. Experience interpreting and using bibliographic data, MARC formats and computer applications including OCLC. Requires knowledge of current practices, new technologies and trends in bibliographic control. Working knowledge of AACR2 cataloging practices and MARC format standards and the ability to apply these in original cataloging. Knowledge of and ability to apply Library of Congress subject headings and Dewey Decimal classification system. Good customer service skills.

Any satisfactory equivalent combination of education, experience, and training which ensures the ability to perform the work may substitute for the above.

PHYSICAL DEMANDS & WORK ENVIRONMENT: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, sit, reach with hands and arms, and stoop, kneel, or crouch. The employee is occasionally required to walk. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. The employee must be able to move wheeled carts weighing up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus. Must be able to distinguish numbers and characters on an electronic screen. Must be able to efficiently use a computer keyboard and mouse.

Duties of this position will be performed in an indoor environment with a moderate to loud noise level.

Ability to regularly attend out of town meetings is required.