



Filing Deadline: Friday, April 7, 2017

**City of Coeur d'Alene
Equal Employment Opportunity
Librarian**

Description: The primary function of an employee in this class is to manage and coordinate the library's technical services and public services departments including circulation, reference, collection management and interlibrary loan. The position provides professional librarian duties by overseeing the cataloging and classification of all library materials, and managing purchases. In addition, the position supervises Library Technicians and Reference Clerks, selects, trains and disciplines staff, and assists the Library Director in formulating department policies and procedures. The position works under the general direction of the Library Director, is in charge when the Library Director is absent, and is allowed considerable latitude in independent judgment and initiative. In addition this position supervises clerical staff and perform a wide variety of technical and administrative librarian work related to activities and workflow such as themed story programs for youth, patron registration, material check out and check in, over dues handling, fine collection, shelving of library materials and maintenance of shelf reading schedules.. The position is under the direct supervision of the Library Director. The position performs supervisory duties to include hiring, training, evaluating performance, scheduling and assigning/reviewing work for library clerks and volunteers who are assigned to circulation or youth services. The principal duties of the position are performed in a general office environment.

Wages and Benefits: Starting wage is \$21.23 per hour, eligible for a five percent increase after 12-months of service with standard or above evaluations. This position is supplemented by a generous benefit package ([summary of benefits](#)) and membership in PERSI (Public Employee Retirement System of Idaho) is required.

Acceptable Experience and Training: Master's degree in Library Science or related degree; and three to five year's experience in the Library field; or two (2) years related experience in library environment; and two (2) years supervisory experience; or any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Knowledge, Skills and Abilities

Knowledge of:

- The operation of personal computer and various software applications for word processing, spreadsheets, etc.;
- Management and supervisory principles, methods and techniques;
- Principles, methods and practices of library administration;
- Budget development and administration;
- Cataloging principles and procedures;
- Various archival and cataloging systems including but not limited to alpha numeric, catalog card, and automated library circulation/cataloging systems;
- Considerable knowledge of standard public library procedures, procedures, principles and practices;
- Ability to exercise initiative, tact, leadership and independent judgment;
- Customer service practices and techniques.
- Various archival and cataloging systems including but not limited to alpha numeric, catalog card, and automated library circulation/cataloging systems;
- Effective methods of working with and educating children;
- Considerable knowledge of principals and practices of effective supervision.

Ability to:

- Direct, supervise and evaluate the work of library staff;

- Develop and coordinate specialized library functions;
- Manage a computerized library system;
- Manage and provide effective patron services;
- Represent the library system and the City at professional meetings and functions;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Establish and maintain effective working relationships with patrons, other city employees, etc.
- Listen and interpret patron requests;
- Learn and use new technologies;
- Operate a multi-line telephone system;
- Select, train and evaluate staff;
- Keep records and compile reports;
- Develop, prepare and present children's story and craft programs;
- Use computer systems and associated software, integrated library systems and internet appropriate to assigned duties;
- Prepare and monitor grants;
- Communicate effectively both orally and in writing, with the public and other employees.

Examples of Work (Illustrative Only)

Essential Duties and Responsibilities

- Receives and processes employee time sheets for regular and temporary personnel; processes monthly work records and submits to Finance;
- Maintains personnel files and records;
- Serves as liaison with Human Resources;
- Enters/verifies invoices; processes and tracks purchase orders;
- Makes travel arrangements;
- Maintains inventories, departmental records, plans, manuals and standard operating procedures;
- Types or prepares letters, documents, logs, ledgers, reports, etc.
- Compiles information for various processes and/or reports;
- Uses various software applications and/or maintains a database of information;
- Enters data into city or department systems and applications;
- Accepts applications/documents for processing and review in preparation of the issuance of commercial, residential building permits and public hearing processing;
- Reviews, interprets, extracts information and processes applications, information or other documents and drawings (reviews for completeness and accuracy, distributes to appropriate persons, completes related forms or papers, returns information to the requester, prepares packets of information, etc.);
- Conducts simple research;
- Sets up or purges files;
- Issues permits, orders supplies, maintains records or logs;
- Performs various accounting related tasks, balances/reconciles reports, checks, deposit funds, etc, and verifies information and other data;
- Files documents into appropriate folders; reorganizes file folders as needed;
- Operates office equipment such as computer, typewriter, copier, electric stapler, hole-puncher, fax machine, etc.;
- Answers phones and greets walk-in customers;
- Responds to requests for information;
- Performs scheduling and calendar duties;
- Opens and distributes mail;
- Maintains and prepares files, logs, ledgers, maps, etc.
- Receives payments, logs accounts and balances receipts;

- Provides direction and explains city processes and procedures to the public or other staff;
- Performs all work duties and activities in accordance with City policies, procedures and safety practices.

Other Duties and Responsibilities

- Manages the library in the absence of the Director;
- Prepares the library for opening; Serves as weekend and evening lead worker to schedule and assist staff with questions or problems as needed
- Serves on library's management team;
- Performs other related duties as required.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee communicate effectively with the public in person or on the telephone;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to sort and catalog a variety of books and to review and prepare a variety of written documents and materials;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate computer equipment and other office equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to sit at a computer for long periods of time, lift or move up to 50 pounds, work with book carts including pushing them to other areas of the library, sit, stand, squat, bend and stretch frequently.

APPLICATION PROCEDURE: Applicants meeting the qualification requirements are invited to submit a completed City of Coeur d'Alene Employment Application and Resume to the Human Resources Office, City Hall, 710 Mullan, Coeur d'Alene, ID 83814. Application deadline is Friday, April 7, 2017 at 5:00 p.m. Applications will be screened, and those applicants with the most appropriate qualifications will be invited for further testing. If you would like to request a reasonable accommodation for the recruitment process due to a disability, please provide a written request and submit with your City of Coeur d'Alene application.

The City of Coeur d'Alene is committed to providing equal employment opportunity for all persons without regard to race, color, religion, gender, age, national origin, sexual orientation, gender identity, disability, veteran status, or any other applicable legally protected status.