

**Classification Summary:** The Librarian is a professional position performing administrative, managerial and supervisory work for a major division of the library such as Reference/Technical Services, Youth Services or Circulation. The Librarian exercises overall management to accomplish the short and long-range goals for the assigned division including developing, implementing and evaluating various programs, policies and procedures and supervising the daily operations of the division. The position performs professional Librarian work which may include collection management, cataloging and classification, materials circulation, policy interpretation, program planning, reference services, etc. The Librarian serves as a member of the Library's management team and may be assigned the duties of the Library Director in that person's absence. Divisional responsibilities include:

- **Reference and Technical Services** – Manages and coordinates collection management via selection, purchasing, cataloging, weeding and donation evaluation.
- **Youth Services** – Manages and coordinates youth services by planning and providing programming to patrons to stimulate literacy development in young children and that support school and academic programs for older children.
- **Circulation Services** – Manages and coordinates circulation services to ensure smooth operations in the areas of customer service automation and materials circulation, selection and processing.

The Librarian supervises technical and administrative support staff. The position reports to the Library Director, but work is performed within policies and administrative regulations with wide latitude for exercise of independent judgment. The position requires an American Library Association accredited Master's degree in Library Science and five years' experience in library administration and management. The work is accomplished primarily in an office/library environment.

**Wages and Benefits:** Starting hourly wage \$22.19, eligible for a five percent increase after 12 months of service with standard or above evaluations. The position is supplemented by a generous benefit package ([summary of benefits](#)) and Membership in Public Employee Retirement System of Idaho (State Retirement) is required.

**Acceptable Experience and Training:**

- A Bachelor's Degree is required and an American Library Association (ALA) Master's Degree in Library Science is preferred; and
- Three (3) years' experience in library program management or experience in education or a teaching certificate, with two (2) years of supervisory experience preferred; or
- An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

**Essential Duties and Responsibilities: (*illustrative only and may vary by assignment*)**

- Supervises, interviews, selects, evaluates and motivates library staff assigned to the assigned division;
- Ensures that library staff is properly trained to provide the most effective and efficient customer service to patrons;
- Examines and evaluates library materials and recommends new materials;
- Serves as a member of the Library's management team to develop, evaluate, administer and recommend policies, procedures and library services;
- Plans and implements programs for patrons;
- Creates and modifies promotional material to advertise programs and collections;

- Provides support and assistance to the Library Director including attendance at Library Board meetings periodically and preparing Board reports;
- Develops and implements outreach into the community;
- Provides reader's advisory and reference services;
- Accepts customer concerns and works to resolve issues;
- Assists patrons with locating books and other materials or use of library equipment;
- Serves as liaison for the library with area schools, community groups and various educational organizations;
- Performs reference research;
- Performs administrative duties including recordkeeping and preparing reports;
- Responds to management's, supervisor's, co-workers' and citizens' questions and comments in a courteous, thorough and timely manner;
- Performs time management and scheduling functions, meets deadlines, and sets project priorities;
- Maintains strict confidentiality of all matters;
- Ensures staff is knowledgeable of and adheres to the Idaho State Code requirement for patron privacy;
- Assists other department and City employees as needed or requested;
- Performs all work duties and activities in accordance with City policies, procedures, and safety practices.

**SECONDARY DUTIES AND RESPONSIBILITIES:**

- Performs the work of library staff as needed;
- Performs other duties as assigned.

**CLASSIFICATION REQUIREMENTS:**

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to perform each essential duty satisfactorily and be successful in the position.

**Knowledge of:**

- Principles, methods and standard practices of library administration;
- Employee supervisory methods, techniques, and objectives including, but not limited to, hiring, interviewing, training, scheduling, assigning work, mentoring, evaluation, and discipline, including termination;
- Library technology and cataloging processes and procedures;
- Library policy development including collection of materials selection and management;
- Effective customer service techniques and practices;
- Effective methods of working with and educating adults and children.

**Skill and Ability to:**

- Supervise and administer the day-to-day of the assigned Library Division;
- Effectively supervise technical and administrative staff;
- Use good judgment in problem solving and decision making;
- Communicate facts in an understandable manner and present recommendations in a clear, concise, logical manner;
- Continue knowledge of trends in library services as it relates to the assigned division;
- Listen to and interpret patron requests;
- Display an attitude of cooperation and work harmoniously with all levels of City employees, the general public and other organizations;
- Assist the public in a professional and courteous manner;

- Proficiently operate computers, software programs, such as Microsoft Word, Excel, PowerPoint, or similar office software to create documents and other materials, maintain information, and generate reports;
- Use English and speak clearly for understanding;
- Maintain a professional demeanor at all times;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Demonstrate integrity and ingenuity in the performance of assigned tasks and solving problems;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

**PHYSICAL DEMANDS & WORK ENVIRONMENT:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, and reach with hands and arms. The employee must frequently lift and/or move up to 25 pounds in a general office environment. Specific vision abilities required by this classification include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. Sufficient clarity of speech and hearing abilities required by this classification includes those which permit the employee to communicate effectively in person and by telephone. While performing the duties of this classification, the employee works in a public building setting where the noise level in the work environment is usually moderate.

**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, December 7, 2018 at 5:00p.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.*