

**JEFFERSON COUNTY RURAL LIBRARY DISTRICT  
JOB DESCRIPTION**

**CLASSIFICATION TITLE: LIBRARIAN I – INFORMATION SERVICES / CATALOGING**

**CLASSIFICATION SUMMARY:**

Performs professional librarian work relating to the effective operation and promotion of the District and its collections. Participates in the selection, acquisition, cataloging, and maintenance of library materials to meet the educational, recreational, and information needs of the community. Develops and delivers library programs and services. Performs a variety of standard library duties to assist patrons; provide information, assist in locating materials and demonstrate proper use of reference resources. Work is performed under the general supervision of a library manager.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

*(The following are not intended to serve as a comprehensive list of all duties performed in this classification and are a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties).*

**General Duties – Information Services**

- Assists in ensuring the delivery of high-quality services to the community.
- Builds and maintains responsive, effective relationships with internal and external customers.
- Interprets and explains policies and procedures for patrons and staff; investigates and resolves complaints and problems.
- Assists with maintaining facilities and equipment; troubleshoots and/or coordinates the repair of library equipment.
- Trains and guides the activities of District personnel and volunteers, as needed.
- Provides direct public service; answers patron inquiries in-person as well as via email, phone, and virtual platforms; checks materials in and out, receives hold requests; provides District orientation to new patrons.
- May supervise library operations in the absence of Supervisor/Manager.
- Assists patrons in the use of library computers, databases, and equipment.
- Uses a variety of software applications.
- Represents the District at community organizations and programs.
- Creates and maintains relationships and partnerships with relevant local and regional community-based organizations.
- Performs other duties as assigned or required.

**Collection Management**

- Responsible for selection and maintenance of assigned collections.
- Participates in the development and implementation of the District materials budget.
- Participates in the development and implementation of standards and methods for selection, review, replacement, and weeding of the District's collections
- Promotes the collection through displays and the use of print, web, and other media.

**Programming, Training, Technology, Reference Assistance**

- Develops and presents District programs in accordance with community needs and interests.
- Presents/facilitates virtual and face-to-face programs throughout the county.
- Provides technology instruction to patrons and staff in group and individual sessions.
- Provides professional reference assistance and readers advisory to patrons, either in-person, over the phone, or electronically.

**Cataloging**

- Catalogs library materials through copy cataloging and original cataloging.
- Supervises other library staff who may assist with cataloging duties.
- Works with CLEO partner libraries to develop and maintain cataloging standards.

**KNOWLEDGE AND ABILITIES:**

*(Depending on the work assignment, some or all of the following may apply).*

**Knowledge of:**

- Library functions, methods, and organization.
- Library practices, policies, procedures, terminology, and equipment.
- Library computer systems, software, and databases.
- Material selection methods and review resources.
- Materials ordering vendors, technology, and methodology.
- Reference and bibliographic tools, techniques, and procedures.
- Processes and procedures relative to the delivery of adult/reference services.
- Current technologies including the Internet, social networking, and web-based tools.
- Cataloging principles and procedures.
- Circulation processes and procedures.
- Programming and community outreach activities.
- Dewey Decimal system of classification.
- Modern office practices, procedures, and equipment.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Interpersonal skills using tact, patience, and courtesy.
- Telephone and virtual meeting techniques and etiquette.
- Record-keeping techniques.

**Ability to:**

- Communicate the purpose and values of the organization in a compelling and inspiring way.
- Model professional behavior and encourage co-workers through ongoing interactions, teaching, and role modeling.
- Create and present library programs.
- Perform advanced library duties related to the cataloging, processing, and circulation of library materials.
- Conduct public outreach activities and promote library services and resources.
- Provide reference/readers advisory services and customer assistance to patrons.
- Multitask and work in a busy environment with frequent interruptions.
- Assist in the coordination of library operations.
- Provide information to patrons in a tactful and courteous manner.
- Assist patrons in locating and utilizing library materials.
- Use resources and current office technologies relevant to the job duties.
- Operate relevant computer systems including hardware and software, such as Microsoft Word, Excel, electronic databases, e-mail, Internet navigation, and virtual meeting tools; as well as office equipment and security systems.
- Learn and explain library practices, procedures, and equipment.
- Prioritize and schedule work.
- Train and provide work direction to others.
- Determine appropriate action within clearly defined guidelines.
- Work independently with little or no direction.
- Establish and maintain effective working relationships with other staff, other libraries, community groups, patrons, and the general public.
- Handle money transactions and prepare related financial reports required for cash reconciliation.
- Work cooperatively with others.
- Communicate effectively both orally and in writing.
- Maintain library in a neat and orderly condition.
- Monitor and maintain acceptable patron behavior in District facilities and on District grounds.

**MINIMUM QUALIFICATIONS:**

Master's Degree in Library and Information Science, and one to two years progressively responsible library experience including selection, cataloging, and public programming experience.

**REQUIRED LICENSES OR CERTIFICATIONS:**

Washington State Librarian Certification  
Valid Washington State Driver's License

**PHYSICAL DEMANDS**

Must be able to stand, sit or remain in a stationary position for extended periods of time; move about inside and around the library; organize and arrange resources inside and outside of the library, including organizing books and other library resources on library shelves with a height of up to 6.5 feet; relocate and move carts weighing up to 150 pounds and boxes and bags weighing up to 50 pounds; regularly operate computers and other library equipment including copiers and printers; and communicate with library staff and patrons.

**WORK ENVIRONMENT:**

Work is generally performed inside in a library environment. Work is performed in varied schedules, including weekends and evenings. May have some exposure to angry or hostile patrons.

Classification Specification: December 11, 2015

Amended: April 2017

Amended: May 2022