



DATE	August 2023
JOB CODE	
FLSA	NON-EXEMPT
EEO	

JOB TITLE: Library Specialist

DEPARTMENT/DIVISION: Library

REPORTS TO: Various

SUMMARY: Performs a variety of specialized activities in support of the Library Department, which may include: system administration of complex database programs, reviewing information for compliance with ordinances or laws, resolving issues, developing and producing reports, maintaining financial records, conducting technical research and processing specialized transactions, representing the Library in the community and on City-wide committees; monitoring and maintaining Library records; coordinating with vendors. Must be skilled in prioritizing, organizing, and managing multiple simultaneous projects. Responds to inquiries from the public to help obtain the information they are seeking; conducts research to assist in locating related information.

ESSENTIAL JOB FUNCTIONS:

- Serve as a lead to entry level Library staff, which includes prioritizing and assigning work; training staff on work methods and procedures; and/or, performing other related activities.
- Represents the department with the public and with outside groups, organizations, and vendors; responds to a wide variety of questions, comments, and/or concerns; resolves related inquiries.
- Prepares and maintains a variety of records and/or reports related to assigned area, including reports and statistical data that summarize and/or outline Library engagement, use and impact.
- Provides front desk assistance and guest service to the general public, which includes handling cash, answering telephones, answering general and in-depth reference questions, registering guests for classes and programs, and/or performing other related activities.
- Coordinates and/or participates in a variety of meetings, committees, training sessions, and/or other related events.
- Performs other duties as assigned.

SPECIALIZED JOB FUNCTIONS:

Digital Engagement

- Responsible for creating, updating and maintaining the Library website and Library SharePoint Team sites to include: designing new pages, ensuring the website is current,

testing and implementing website features, creating graphics and uploading photos, and acting as a liaison with outside vendors to resolve problems and/or interface with other programs.

- May provide hardware and software support for staff or public, including developing, configuring, and maintaining network settings and access; may also provide troubleshooting services for staff or public.
- Participates on Library Systems Team and collaborates with City IT on a variety of technology issues within the Library including working with City IT to optimize customer computer access.

Community Engagement

- Develops innovative marketing strategies in conjunction with other City and Library Staff.
- Develops, coordinates, and presents community programs
- Prepares Library marketing materials in coordination with other Library and City Staff.
- Represents the Library at events, outreaches, and on City-Wide committees.
- May be responsible for Library administrative duties such as coordinating volunteers.
- Manages and monitors Library social media accounts along with team members.
- Collaborates with other community agencies in planning outreach activities, sponsorship opportunities and coordinating programs in partnership with the Library.
- Executes community activities and programs related to applicable services; collaborates with representatives from other community agencies in planning activities in our immediate community and at either Library location.

Technical Services

- Prepares, compiles, and monitors a variety of information, reports, and documents for internal and external use, ensuring proper budget codes, totals, disbursements, and/or related information.
- Prepares, processes, and distributes a variety of reports, receipts, purchase orders, requisitions, invoices, deliveries, and/or other related information.
- Creates, reviews, and maintains a variety of records, lists, systems, and logs.
- Responsible for cataloging and classifying print and non-print library materials and works toward ensuring integrity of existing data.
- Participates on Library Systems Team and collaborates with City IT and outside vendors on a variety of technology issues related to the Library.
- Maintains OPAC/ILS by editing, adding, and reviewing MARC records and by assigning subject headings and collaborating with other Library team members to consider customer searchability and access in adding search terms and custom-cataloging features.
- Works with larger collection resources team to process shipments, payments, and replacement of damaged materials.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- Serves as a lead to entry-level Library staff and volunteers.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to adapt in a constantly changing environment
- Ability to participate within a group and be a team player
- Ability to provide exemplary customer service
- Ability to think quickly in a variety of situations and respond creatively
- Ability to work in cross-organizational collaboration
- Knowledge of applicable theories and principles related to area of assignment
- Knowledge of applicable databases
- Knowledge of basic library principles and practices
- Advanced knowledge of Library systems, integrations and programs for area of assignment
- Knowledge of cataloguing systems
- Knowledge of research methods and practices
- Skilled in applying independent judgement, personal discretion and resourcefulness in interpreting and applying guidelines
- Skilled in communicating effectively with a variety of individuals
- Skilled in conducting reference interviews to determine the needs of the patron
- Skilled in defining problems, collecting data, establishing facts and drawing valid conclusions
- Skilled in developing, evaluating, recommending, and implementing appropriate services and programs related to area of assignment
- Skilled in evaluating web sites for reliability, accuracy, and appropriateness
- Skilled in maintaining sensitive and confidential information
- Skilled in operating modern office equipment, related software and web applications
- Skilled in preparing clear and concise reports
- Skilled in prioritizing, organizing, and managing multiple simultaneous projects
- Skilled in reading, interpreting, applying, and explaining rules, regulations, policies, and procedures
- Skilled in resolving customer inquiries and concerns

MINIMUM QUALIFICATIONS:

- Four years of experience in the public library field or a bachelor's degree in a relevant field of study.

PREFERENCES:

- Fluency in a second language, preferably Spanish or Korean.

WORKING CONDITIONS:

- Work is performed in public library environment; may include outdoor community events.

- Must be able to stoop, bend, walk and reach and retrieve items from heights up to 7 ft. with the aid of step stools
- Sits and stands for extended period of time assisting customers with public access catalog training, retrieving materials and answering desk phones.
- Must be able to push, pull or lift up to 50 pounds.
- Local travel may required on an as needed basis
- Must be able to work a flexible schedule including evenings and weekends

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history
- Must pass motor vehicle records