

**Yakima Valley Libraries
Librarian II
FLSA: Non-Exempt Professional**

Job Purpose and Summary

Under the supervision of the Zone Manager within a designated zone, and in accordance with the mission, budget, policies and procedures of the Yakima Valley Libraries; performs tasks or duties that require specialized knowledge of librarian skills acquired through a prolonged course of specialized intellectual instruction generally obtained through a Master of Library Science or Master in Library and Information Degree to include circulation, reference, and readers' advisory services to the public; performs a variety of administrative and technical tasks related to library services; may assist with supervision and staffing of the libraries; and demonstrates good stewardship of library resources. Will uphold the concept of Intellectual Freedom, based on the First and Fourth amendments to the US Constitution, which affords all library users the right to seek and receive information on the subject of one's interest without examination or scrutiny by others.

Supervision Received and Exercised

Receives general direction from assigned management. Exercises direct supervision over paraprofessional, clerical, and volunteer staff.

Essential Duties and Responsibilities

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Welcomes and serves patrons of the library using high quality customer service practices. This includes: greets customers sincerely, speaks in a friendly manner, welcomes and serves patrons without regard to race, color, religion, gender, sexual orientation, national origin, perceived or real disability, age, ancestry, or other characteristics; acknowledges patron's presence as soon as possible, even if occupied; does not communicate any value judgment when interacting with patrons, and verifies that patron's needs are met.
2. Maintains and monitors procedures and practices to insure efficient, effective and accountable service to library customers and safe operation and maximum utilization of the library facilities, equipment, and collection.
3. Directs and provides reference and readers' advisory services.
4. Assists with regular rotations and weeding of collection in accordance with established policies and procedures.

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5. Answers questions and provides information on policies and procedures to the public; investigates complaints and recommends corrective action as necessary to resolve complaint.
6. Promotes, educates and supports Intellectual Freedom principles with staff and patrons. Resolves related concerns or redirects to appropriate source.
7. May be responsible for overall programming efforts within assigned zone. Works with community libraries employees and others within library system to develop, conduct, and support programming for children, teens, and adults, promotions, tours, booktalks, and other activities; contributes ideas and feedback on such events; and ensures that required staffing for events is scheduled.
8. Recommends, trains, and motivates personnel within assigned area; works with employees to correct deficiencies; resolves a wide range of routine and non-routine personnel issues and difficult situations; may recommend discipline and termination procedures in accordance with the appropriate management staff.
9. Supervises and provides oversight to assigned personnel to ensure that branch library services and collections meet objectives of the strategic plan and annual work plans. Develops branch objectives and monitors progress and adjusts work plans as appropriate. Recommends and administers policies and procedures.
10. Conducts performance appraisals of assigned personnel.
11. Ensures that the building and equipment within the building are safe and adequately maintained; schedules needed maintenance or improvements; ensures that the building is opened and closed on time; maintains adequate supplies.
12. Evaluates operations and activities of the branch; recommends improvements and modifications; prepares various reports on operations and activities.
13. Acts as liaison with the local community, organizations, and school district; cultivates and maintains good relationships; ensures that community groups are kept informed of library programs and services; coordinates branch publicity and merchandizing with other appropriate management staff.
14. Plans and conducts regular branch staff meetings.
15. Conducts research, procedural, and administrative studies and prepares reports, recommending solutions or courses of action relating to implementation of projects and programs.
16. Prepares various reports on operations and activities as directed and recommends improvements and modifications.

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17. Ensures compliance with all applicable Federal, State, and Local laws, regulations, and ordinances as well as all Library System policies and procedures.
18. Coordinates the provision of library services with other library managers and staff and performs services in person, by telephone, by mail and electronically, as required.
19. Attends meetings and participates in professional associations and activities as assigned; reads professional journals and publications; reviews current information and trends in public library services.
20. May perform backup duties of the Zone Manager, and under fill for any subordinate position as needed.
21. Performs other duties as assigned.

Qualifications

1. Master's Degree in Library Science (MLS/MLIS) required, and
2. Professional Librarian's Certificate from the State of Washington
3. Two years of public library work.
4. One year of supervisory experience.
5. A valid Washington driver's license.

Knowledge of:

1. Current public library policies, procedures, and systems.
2. Principles and practices of supervision.
3. Customer service standards and protocols.
4. Departmental policies, procedures, and service standards.
5. Library computer systems and applications including circulation software, the Internet, on-line databases, and email.

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6. Theory and practice of reference service, including adult, teen and children's reference sources and electronic resources, including the Internet and database information retrieval.
7. Theory and practice of readers' advisory service, including ability to recommend titles to adults, teens, and children.
8. Knowledge and support of the principles of intellectual freedom.
9. Effective programming for children, teens, and adults.
10. Principles and practices of goal setting and project management.
11. Current office methods, equipment, practices and procedures including PC usage and familiarity with word processing, spreadsheet, other office productivity software, and other personal computer applications, emailing systems, and web-based searching.
12. Librarian tasks, knowledge, skills and duties as may be assigned reflecting specialized training and education obtained from an advanced MLS/MLIS degree.

Skill in:

1. Using excellent interpersonal skills in a variety of situations and with a diverse library customer and staff population.
2. Analyzing problems, resolving problems and dealing with unique situations.
3. Using independent judgment and discretion in a wide variety of situations.
4. Working effectively, with a teamwork orientation, in daily activities as well as addressing problems and unique situations.
5. Effective written and verbal communications, including public speaking.
6. Keyboarding, word processing or entering data at a speed and accuracy level necessary for successful job performance.

Ability to:

1. Gain thorough knowledge of Yakima Valley Libraries' policies, procedures and programs.

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2. Represent Yakima Valley Libraries in a positive, responsive manner to the Library Board of Trustees, staff, public, volunteers, and supporters.
3. Clearly, succinctly, and effectively communicate ideas and thoughts, both verbally and in writing, with a diverse population. Adapt to changing needs, recognize and set priorities, and plan, coordinate and organize own work.
4. Assist with all aspects of service at the assigned community libraries.
5. Supervise assigned employees.
6. Exercise initiative and independent judgment in a wide variety of situations.
7. Interpret community interests and needs, and suggest appropriate library services.
8. Establish and maintain a pleasant and productive working atmosphere and maintain composure and work under the stress of handling several tasks at one time.
9. Keep all relevant parties informed of all major issues and to recommend changes as appropriate.
10. Work and communicate effectively with diverse staff in order to accomplish library goals and objectives.
11. Operate relevant computer systems, including the integrated library system, hardware, software and office machines.
12. Able to work any day the library is open, including evenings and weekends.
13. Obtain and maintain a valid Washington driver's license.
14. Attend work on a regular and dependable basis.

Work Environment and Physical Demands

1. Normally seated, standing or walking at will.
2. Normal physical activity including some bending, pushing, pulling, and lifting and carrying, which may range up to 45 lbs. upon occasion. Pushing/moving library materials weighing up to 120 pounds with mechanical assistance, such as cart or dolly upon occasion.
3. Keyboarding and working at a computer monitor for extended periods required.

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4. Phone usage, reading, speaking, and listening required.
5. Interaction with library system staff, library customers, other libraries, agencies and organizations, or vendors will be necessary to provide and receive information, present programs, and resolve situations or problems.
6. Travel alone within service area.
7. Some early morning, evening and weekend work required.

Signature

Date