



**ORGANIZATION:** City of Lincoln City  
**JOB TITLE:** Reference Librarian/Lead Worker  
**FLSA STATUS:** Exempt, Grade 13  
**UNION:** AFSCME  
**UPDATED:** December 2014

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**PURPOSE OF POSITION:** Serves to connect the community to ideas, information, engaging technologies, culture and each other by using the Library's collections, electronic resources and public space. The Librarian provides reference assistance, technological instruction and varied programs, and works to promote readership in the Library community.

**ESSENTIAL JOB FUNCTIONS:**

Engage with the public in a positive, professional and helpful manner at all times. Represent the Library positively in the community and educate about and market the Library at every opportunity.

In a lead capacity, assist the leadership team by training, scheduling, determining work to be performed in specifically designated areas, assign and review work at the direction of the Library Director, provide input in the hiring and performance evaluation of team.

Respond to escalated questions, resolve problems and provide assistance to employees and patrons when both the Circulation Supervisor and the Library Director are out of the Library.

Provide and model excellent customer service working at the Reference Desk daily. Provide reference assistance to customers by communicating with the public to help select and evaluate Library materials. This includes communicating with patrons in-person, by phone or electronically to determine the scope and specifics of their information needs, and recommending the appropriate resource to meet their needs. It also includes assisting patrons in the use of genealogical and historical resources. Compile statistics for reports. Back-up the Circulation Desk as needed.

Participate in the development and maintenance of the Library collections by interacting with staff and the public and considering the needs and interests of the community. This includes evaluating the collection for balance and comprehensiveness, reviewing sources for selection of books, periodicals, e-books and other materials and participating in weeding the collection periodically.

Assist with the development, evaluation and maintenance of the reference collection and electronic databases by making recommendations to the Library Director regarding the selection process and budgetary requirements.

Maintain consistent public access to the Internet by working with vendors, City IT and other support as needed. Ensure proper security and appropriate use of these systems. Assist patrons by troubleshooting search and equipment problems and demonstrating

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resolutions to common difficulties. Make recommendations to the Library Director for enhancement of electronic resources and technologies necessary to maintain and improve Library services to customers.

Promote and enhance computer technology use in the Library by performing searches for and instructing the public, either individually or in groups, regarding the use of the Library online catalog, the Internet, electronic databases, computers, software and other equipment. Train other staff members as needed. Maintain current knowledge of technologies. Contribute content for the Library website and social media.

Lead the Cataloging function by assigning Dewey Decimal Classification numbers to print and non-print materials, directing catalog staff and performing original cataloging as needed. Attend Cataloging Committee meetings.

Plan, publicize and execute library programs for the community as assigned, including young and/or adult programs in cooperation with Adult and/or Youth Services. May also include serving as a liaison with community groups and schools as assigned.

Act in a lead capacity as needed, including training, scheduling, determining work to be performed, assigning and reviewing work, e.g. when a supervisor is not present. May provide input into performance evaluations.

Engage in active networking with other Library representatives, Library organizations and partner libraries to gather and share best practices and apply them to individual and cooperative endeavors to improve and maintain quality Library services.

Use Microsoft Office Suite and City programs and systems (for example, those used for purchasing and budgeting) to perform job duties. This includes using the Library's and City's e-mail system to engage in appropriate and professional communications internally and externally as needed to perform job duties.

Maintain harmonious, cooperative and effective work relationships with co-workers as a productive member of the team and as a mentor and leader. Attend and actively participate in meetings and lead meetings as needed.

Follow all safety rules and procedures for work areas. Correct and/or report unsafe conditions to appropriate personnel. Model these rules for other team members.

Other related duties as assigned.

**AUXILIARY JOB FUNCTIONS:** Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training, reading materials and meeting with others, including regional, state and national professional library and public

administration organizations. Serve on committees as assigned. Maintain work areas in a clean and orderly manner.

**JOB QUALIFICATION REQUIREMENTS:**

**MANDATORY REQUIREMENTS:** Possess a broad knowledge of the methods, principles, practices and philosophy of public library operations and electronics services delivery, a Masters of Library Science Degree from an ALA accredited school of Librarianship and at least one year of library experience with a focus on reference or technology based services or any satisfactory combination of experience and training that demonstrates the knowledge, skills and abilities to perform the above duties. Demonstrated experience with a wide variety of computer applications in a networked environment, including: word processors, spreadsheets, bibliographic and full-text databases, Internet and social networking as well as e-book technologies. A strong working knowledge of library cataloging and familiarity with OCLC and the Dewey Classification System, MARC and AAR2 cataloging is required. Excellent communication (verbal and in written) in a customer service environment, time management, problem-solving and organizational skills. Must be able to work evenings and weekends.

**SPECIAL REQUIREMENTS/LICENSES:** Valid Driver's License.

**DESIRABLE REQUIREMENTS:** Fluency in Spanish. Experience as a Reference Librarian in a public library performing in a leadership capacity, e.g. overseeing the Library in the absence of management.

**PHYSICAL DEMANDS OF POSITION:** While performing the duties of this position, the employee is frequently required to sit, communicate (speak, write, listen), reach and manipulate objects, tools or controls. The position requires mobility. It is expected that there is a presence from one end of the Library

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floor to the other throughout the day which will require moving throughout the Library floor. Duties involve moving materials weighing up to 20 pounds on a regular basis such as files, books, office equipment, etc., and infrequently weighing up to 70 pounds. Manual dexterity and coordination are required 80% of the work period while operating equipment such as computer keyboard, calculator, and standard library and office equipment. Vision abilities required include close, distance, color and peripheral vision necessary to operate computers and office equipment. Duties also involve travel to other work locations on an occasional basis.

**WORKING CONDITIONS:** Onsite work in usual office working conditions. The noise level in the work environment is typical or below that of most office environments with usual interruptions by telephones and conversations. Includes exposure to computer screens.

**SUPERVISORY RESPONSIBILITIES:** None. Acts in a lead capacity as needed.

**SUPERVISION RECEIVED:** Works under the direct supervision of the Library Director.

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**Employee Signature:** \_\_\_\_\_