

| | | |
|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Title | Branch Librarian MLIS/MLS | |
| Position Statement | All NCW Libraries staff embrace these core competencies as an organization and as individuals who positively represent the library and its mission in the community. | |
| | <ul style="list-style-type: none"> Ethical Practice Professionalism Building Respectful Relationships Valuing Diversity & Promoting Inclusiveness Library Advocacy & Intellectual Freedom | <ul style="list-style-type: none"> User Focus Effective Communication & Collaboration Foundational Knowledge Adaptability Continuous Learning |
| Position Summary | Performs advanced administrative work in planning, organizing, and managing day-to-day operations of a single branch library, ensuring efficient delivery of library materials and services. Oversees branch program planning and related work as apparent or assigned. Supervises, trains and schedules staff. Serves as a liaison between NCW Libraries and the community and promotes the library and its services. Maintains an awareness of customer needs and new technologies, resources and services that will meet these needs. Must work consistently within NCW Libraries standards and policy directives and support the library’s mission of “Connecting the people of North Central Washington to vital resources and opportunities that foster individual growth and strengthen communities. | |
| Essential Functions | <ul style="list-style-type: none"> Champions excellent customer service and support in all staff and patron interactions. Provides prompt and knowledgeable assistance to all library users and assists with the instruction of library technology. Plans, schedules, and organizes daily, weekly, and monthly programs for a diverse audience. Develops and promotes story time events. Maintains adequate inventory of supplies. Promotes and develops library engagement opportunities within the community. Comprehensive knowledge and responsibility for the circulation of library materials, including new user registration, account issues, payments, book reservations, and shelving. | <ul style="list-style-type: none"> Hires, supervises, and trains Library Associates, Customer Service Technicians, Library Assistants, Pages and Volunteers. Ensures all staff and volunteers are performing assigned duties and meeting customer service standards. Conducts regular performance coaching and participates in disciplinary action with HR as needed. Assists in collection development and follows NCW Libraries’ Collection Development Policy. Respects the confidentiality of library users and records in accordance with NCW Libraries’ Confidentiality Policy. |
| Knowledge, Skills & Abilities | <ul style="list-style-type: none"> Extensive knowledge of the principles, practices, and techniques of modern library operation. Ability to identify, establish and maintain community partnerships and serve as an ambassador for NCW Libraries. Demonstrated computer literacy and the ability to effectively assist patrons with library technology. Ability to establish and maintain effective working relationships with patrons, the community and NCW Library staff. | <ul style="list-style-type: none"> Ability to speak in public and present to city leaders and community meetings. Knowledge and adherence to library policies and the ALA Code of Ethics. Knowledge of personnel and time management principles. Ability to communicate effectively, exercise tact, initiative, and independent judgment. Ability to gather and maintain a variety of library records and statistics. |
| Education & Experience | Master’s degree in librarianship from an ALA accredited graduate program required. Other degrees and/or experience may be considered. Three years related experience and a minimum of one year of supervisory experience. | |
| Special Requirements | Fluency in English required, Fluency in English and Spanish strongly preferred. Flexibility to work evenings and weekends. | |
| Physical Requirements | While performing the duties of this job, the employee is frequently required to stand; walk, sit; use hands to finger, handle or feel; reach with hands and arms; reach overhead, stoop, kneel, crouch, or crawl and talk or hear. Required to push, pull, load and unload carts, bins, and boxes, pull books from shelves, put books back on shelves, occasionally required to climb or balance on a stool. Frequently lift and move up to 20 pounds, occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. The noise level in the work environment is usually moderate. | |
| Wage & Benefits | <ul style="list-style-type: none"> Classification M (MLIS) \$58,928.56 - \$68,314.35 Classification K (non/MLIS) \$52,446.21 - \$60,799.53 Non-Exempt | <ul style="list-style-type: none"> Medical, dental, vision, life Sick and vacation leave Retirement through State of Washington |