

Librarian - Library on Wheels

JOB TITLE: Librarian - Library on Wheels

FLSA STATUS: Exempt

GRADE: 38

DEPARTMENT: Public Services

APPROVED DATE: 01/2016

REVISED DATE: 02/2022, 01/2023

Job Summary

Provide outstanding outreach service to children, youth, families, caregivers, and older adults through bookmobile, cart, and home service while building community partnerships.

This position contributes to the Library District's effective operation, providing library services, spaces, and resources that are representative of diverse cultures and perspectives, intentionally inclusive, and accessible to everyone.

We Value Lived Experience

Sno-Isle Libraries is committed to embedding equity into our organization. As we engage in equity work, it's important to have a good foundation to frame the work and then provide training opportunities to build skills and knowledge.

We value and embrace the unique experiences our staff members bring to the organization and recognize how their experiences improve the service we provide.

Essential Functions

Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this job.

1. Provide professional research assistance to customers, either in-person, over the phone, or electronically.
2. Drive large outreach vehicles such as Bookmobile and delivery vans to various outreach sites.
3. Develop and presents various library programs.

4. Assist with collection maintenance duties for materials and resources in various formats.
5. Act as lead to Library on Wheels staff providing childcare or service to seniors.
6. Creates and curates online content to meet community needs and interests.
7. Assist in development and evaluation of library services in line with the strategic focus.
8. Provide state approved training for early childhood educators. (Children's Librarian only)

Additional Duties and Responsibilities

1. May be in charge of the building in the absence of other supervisory staff.
2. Serves on various library committees as assigned.
3. Coordinates library volunteers as needed.
4. Prepares correspondences and reports.
5. Trains new staff as needed.
6. Participates in ongoing professional development.
7. Assists with special projects as required.
8. Perform other duties as assigned.

Supervision

The position reports to the Manager of Library on Wheels. Supervision of the work of others is not a normal part of the work of these positions, but incumbents may from time to time assist in the training of other staff in library-related work.

Knowledge, Skills, and Abilities

1. Knowledge of library resources, programs, and services in a public library.
2. Knowledge of the principles of intellectual freedom in public libraries.
3. Strong customer service skills.
4. Strong written and communication skills.
5. Strong organization and attention to detail.
6. Ability to uphold the principles of equity, diversity, and inclusion in the workplace and the community.
7. Ability to work independently and to set priorities.
8. Ability to communicate effectively with diverse audiences.

9. Ability to work cooperatively and maintain effective interpersonal skills with the public and co-workers.
10. Ability to handle and resolve disruptive behavior effectively.
11. Ability to operate relevant computer systems including hardware and software, such as Microsoft Office, electronic databases and electronic content platforms, e-mail, chat, social media platforms, and internet navigation in addition to other office equipment and security systems.
12. Ability to operate delivery vans and the bookmobile.

Education and Experience

Knowledge, skills, and abilities for this position can be acquired by a combination of experience and education including:

1. Master's degree in library science from an American Librarian Association (ALA) accredited university required, or completion of the degree within six months of hire.
2. Provide a Washington State Librarian certificate within 60 days of hire or degree completion.

Physical and Environmental Conditions

The physical demands described here are representative of those that must be met by a staff member to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the incumbent is required to operate computers for extended periods of time. Incumbents will regularly move objects or materials weighing up to 35 pounds and maybe required to move carts of books and other materials.

While performing the duties of this job, there is regular communication with staff members and customers. Incumbents meet with a wide variety of people in the public and provide direct assistance to them in such areas as selection of materials. These contacts and situations are deemed to be generally safe and free of undue stress, but require incumbents to be cordial, helpful, and skilled in interpersonal relations with others both in the public and within the Library District.

The incumbent is required to have hearing acuity sufficient for safe vehicle operation and to hear customers unable to produce normally audible speech and in conditions with background noise. Operate a motor vehicle and be licensed to do so, including legal vision requirements for licensing.

Incumbents regularly travel in outreach vehicles to various sites in all kinds of weather and traffic conditions. To accomplish this travel, the incumbent must be able to drive and hold a valid Washington State driver's license. These conditions are not deemed to be inherently dangerous but may be disagreeable on occasion.