

# CITY OF DAYTON

## Librarian

**Job Title:** Librarian  
**FTE:** 0.70  
**Department:** Administration  
**Reports to:** City Recorder  
**FLSA Status:** Non-Exempt  
**Date Developed:** July 14, 2006  
**Date Revised:** April 10, 2018

**HOURLY RATE:** \$18.70 - \$24.40/hour; depending upon qualifications

**HOURS OF WORK:** 28 hours per week; schedule may vary according to operational needs; may include occasional over-time, evening and weekend work, due to special events

**GENERAL STATEMENT OF DUTIES:** Performs a variety of complex administrative, clerical and technical work as it relates to operation and maintenance of a public library. Manages content of the City of Dayton's website and City newsletters. Also serves as backup to City Hall front desk operations when needed. Performs other duties as assigned.

**SUPERVISION RECEIVED:** Works under the general supervision of the City Recorder.

**SUPERVISION EXERCISED:** Position may supervise paid staff and volunteers, to include, but not limited to, a Summer Reading Program Coordinator and the Community Development Assistant when he/she provides library support.

### **ESSENTIAL JOB FUNCTIONS:**

#### **COMPETENCIES**

To perform the job successfully, an individual should demonstrate competencies such as, but not limited to, the ability to understand and carry out oral and written instructions; work independently in performance of regular assignments; maintain good working relationships with other employees, supervisors and the public.

#### **MANDATORY MINIMUM QUALIFICATIONS:**

- High School Diploma or GED equivalent;
- Two (2) years of experience
- Previous experience in a municipal office environment in which a variety of duties was required in the performance of job duties
- Able to communicate effectively both verbally and in writing;
- Able to work effectively and relate well with others, including supervisors, colleagues, and individuals inside and outside the organization;
- Able to exhibit a professional manner when working with others, maintaining constructive working relationships;
- Valid Oregon Driver's License;

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- Equivalent combination of education and experience may substitute for the MQs

**DESIRABLE QUALIFICATIONS:**

- Masters of Library and Information Science
- Bilingual – Spanish

**TYPICAL EXAMPLES OF WORK:** Including, but not limited to, the following:

**Librarian:**

- The Librarian will be responsible for the day-to-day operation of the Mary Gilkey Public Library (Library). In that capacity, incumbent is expected to:
- Order, catalog and process all library materials, including, but not limited to, applying appropriate labels and covers, entering new acquisitions into the Chemeketa Cooperative Regional Library Services shared computer system in a timely manner.
- Work with the City Recorder to develop written administrative procedures for day-to-day operation of the Library.
- Prepare and submit to City Manager, Library policies that may require approval by the City Council.
- Handle Library inquiries, check and process requests for materials, and issue library cards.
- Maintain Library circulation records and prepare statistical reports as required.
- Monitor public internet usage and enforce Library and internet usage policies.
- Assure that Library is clean, neat, and orderly, and all equipment is in proper working order at the start of each day.
- Arrange for prompt repair or replacement of Library equipment, within budgetary constraints.
- Develop written Volunteer Program including recruitment, orientation and training programs. Track volunteer hours.
- Train volunteers and other City staff on the basic functions that must be performed, including, but not limited to, issuing Library cards, checking in and checking out books, processing holds, and shelving materials.
- Maintain shared work space in a neat, orderly fashion with all materials needed to perform basic Library functions readily available at all times to any user, including a clear, uncluttered desk top area except when in use to catalog acquisitions or process holds, etc.
- Maintain Library correspondence, reports, catalogs, etc, in a neat, orderly fashion, and file correspondence, reports, in appropriate storage units and in a timely manner.
- Cull Library records, catalogs, and information in a timely manner.
- Participate in Chemeketa Cooperative Regional Library Service (CCRLS) committees and meetings.
- Maintain proficiency in Library practices and procedures by seeking out and attending appropriate training.
- Grant writing and administration.
- Schedule and oversee the Summer Reading Program.
- Schedule and oversee other Library programs.

**Information/ Communication**

- Assist citizens with programs and resources available on public computers.
- Manage the content of the City of Dayton’s website.
- Develop, edit and manage the distribution of the City Newsletter.

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### **Historical Preservation Committee**

- Serve as the local historian and provide assistance to the Historical Preservation Committee, such as providing research, attending meetings, taking minutes, and providing additional assistance as needed.

### **Other Duties**

- Provide backup to other positions in City Hall as necessary, i.e.: answer telephones, take utility payments, and answer inquiries regarding same. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

**NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:** The following knowledge, skills and abilities must be possessed or the individual must be able to quickly obtain the knowledge, skills and abilities necessary to perform the essential functions of the job, with or without reasonable accommodation.

### **Knowledge of:**

- Library operational principles and practices;
- Library software
- Computers and electronic data processing, Microsoft Word and Excel;
- Office practices and procedures;
- Business English, grammar, spelling, punctuation and composition;
- Public relations techniques and effective public service policies.

### **Abilities:**

- Make decisions independently in accordance with established policy;
- Maintain confidentiality regarding organizational and department records and information;
- Organize and plan own work schedule to meet often changing work flow demands in timely and efficient manner;
- Ability to research issues and related statutes and laws;
- Perform recurring tasks with little supervision;
- Complete new tasks with limited supervision;
- Explain complex development codes and land use regulations to the public;
- Effectively communicate and work harmoniously with the public, business community, county, state, and federal agencies and contacts, elected officials, coworkers and the City Manager.
- Work under pressure and handle stressful situations tactfully, and to mentally handle verbal abuse from the public; and
- Comfortable with learning new software applications.

**PHYSICAL REQUIREMENTS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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The work is performed mostly in an office setting. While performing the duties of this job, the employee is frequently required to sit and talk, walk or hear, use hands to finger, handle or feel objects, tools or controls, and reach with hands and arms. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 40 pounds. The employee must kneel, bend, stand, push and pull, and drive a motor vehicle. Specific vision abilities required by this job include close vision, peripheral vision, and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment. Limited walking may also be required.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet; standard office atmosphere; may be subjected to occasional verbal abuse from the public; may be required to work occasional overtime.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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