

KING COUNTY LAW LIBRARY
Seattle, WA

Job Description

Job Title: Patron Access Services Librarian

General Position Definition: Under the supervision of the Law Librarian and utilizing technology, plans, organizes, and directs Patron Services activities including reference, circulation, computer and other technology applications, and stack maintenance. Assists in formulating and implementing general policies and programs for the library, assists in materials selection and collection access services management, and performs related work as required. Serves at the pleasure of the Law Librarian.

Supervision Received: reports to the Law Librarian

Supervision Exercised: direct supervision of professional, nonprofessional, part time and volunteer staffing involved with reference, circulation, fee based services, stack maintenance, and evening and weekend operations

Representative Duties:

[Job descriptions are meant to be general descriptions and are not intended to list every possible task an employee may be called upon to perform.]

- * recommends, develops and supervises circulation policies and procedures in a manner reflecting professional law library theory and practice
- * maintains circulation and reference records and statistics
- * oversees the maintenance of the stack areas
- * oversees the return of overdue materials
- * manages the registered borrower accounts system
- * recommends, develops and supervises reference service policies and procedures to meet the research needs of the varied patron base in a manner reflecting professional law library theory and practice
- * provides instruction in the use of library resources and equipment
- * designs tools and programs to make the library, its collection, and services accessible to all patrons
- * orients new users to library services and facilities
- * oversees the operation of fee based services
- * recommends and integrates the application of new technologies to patron services including reference and circulation
- * participates in planning, selection and implementation of an integrated library automation plan including cataloging, serials control, and circulation systems
- * participates in the selection of professional staff; assists with the recruitment, selection, and supervision of nonprofessional staff, part time staff and volunteers
- * assists with budgeting, and financial planning and reporting

- * participates in law library professional activities and associations; attends meetings and workshops, reviews professional literature related to library and legal fields to maintain proficiency in library theory and practice
- * maintains a close working relationship with other staff members
- * because the Library operates with limited human and economic resources requiring significant flexibility in job duties, performs additional tasks as directed by the Law Librarian.

Education and Competencies Required: Master's degree in Library Science from an accredited institution with a minimum of three years of law library patron services experience required. Additional significant experience as a professional librarian or a Law Degree from an accredited institution may be substituted for two years of law library patron services experience. Knowledge of current law library service, organization, procedures, equipment and technologies including library computer applications to enhance library administration and services is required.. Strong interpersonal, oral, and written communication skills. Ability to deal effectively with the general public. Ability to plan, develop, direct, and promote the patron services operations.

Typical Physical Effort and Sensory Requirements: Requires full range of normal body motion to include standing, walking, sitting, bending, stooping, squatting, reaching, climbing stairs and balancing. Corrected vision and hearing to normal ranges. The ability to reason and speak intelligibly, and to handle heavy public contact in person and by telephone. Some irregular hours. Occasionally lifts up to 50 pounds, carries up to 50 pounds, and pushes/pulls book trucks weighing up to 75 pounds.

Typical Working Conditions: General library environment. Frequent exposure to temperature extremes, some confined areas, noise, dust, mold and other conditions common to a public law library building environment. Extended contact with the general public, including the occasional disruptive patron.

Equipment: photocopy machine, microform reader/printers, CD-ROM, book cars, and general office equipment including but not limited to microcomputers, modems, typewriters, adding machines, fax machines, and telephone systems.