

## LIBRARIAN I

**PURPOSE:** Provide direct library service to the public; provide and promote library services, programs, and collections; and organize and direct the activities of assigned staff, volunteers, and interns.

**FUNCTIONAL AREAS** Under direction:

1. Provide direct library service to the public.
  - \* A. Serve the public directly by staffing public service sites.
  - \* B. Provide information to the public using a variety of sources, formats, technologies and equipment.
  - \* C. Provide instruction to the public in the use of library resources.
  - D. Serve as a resource person in specialized areas of library service.
  - \* E. Maintain professional growth and development through a variety of activities which may include continuing education courses, seminars, conferences, and participation in professional organizations.
  
2. Provide and promote library services, programs and collections.
  - A. Provide library outreach to the community.
  - \* B. Conduct tours, classes and programs for adults, teenagers, and children.
  - \* C. Review and recommend materials, technologies, services, and programs within designated budgets.
  - \* D. Analyze circulation trends; withdraw worn, dated and/or damaged materials from the collection.
  - \* E. Acquire, classify and catalog library materials.
  
3. Organize and direct the activities of assigned staff, volunteers and interns.
  - A. Assist in the selection of library staff.
  - B. Assist in training personnel.
  - C. Assign and schedule the work activities of designated personnel.
  
4. Assist in division or department functions as assigned.
  - A. Provide explanation of library policies and procedures to the public.
  - B. Participate in or lead committees and task forces.
  - \* C. Maintain records necessary for statistical analysis.
  - D. Perform related tasks as assigned.

## JOB REQUIREMENTS

### Education & Experience Requirements

- † A. Master's degree in Library Science from an American Library Association accredited school.

### Knowledge Requirements

- † A. Knowledge of the principles and practices of library science, including cataloging

and classification; reference and research; reader's advisory; collection development; library information networks; censorship and copyright laws; library automation and technologies; electronic and web-based resources; data and patron privacy laws; and public library management and marketing.

- † B. Knowledge of services for diverse populations, including people of all ages, with disabilities, and from a variety of social, economic, and ethnic backgrounds.

Ability Requirements

- † A. Ability to use and apply modern library technologies and equipment and personal computer technology.
- † B. Ability to handle information requests from both public and staff efficiently and effectively.
- † C. Ability to perform detail work accurately and consistently.
- D. Ability to work independently at public service desks.
- † E. Ability to work without direct supervision and to accept personal responsibility for one's decisions and actions.
- F. Ability to retain one's composure when working under pressure.
- † G. Ability to meet deadlines.
- H. Ability to maintain a positive and flexible approach to changing needs within the community and to a changing information environment.
- I. Ability to communicate through oral and written reports.
- J. Ability to work as a member of a team.
- K. Ability to organize and direct the work activities of assigned staff, volunteers and interns, within prescribed parameters.
- † L. Ability to establish and maintain positive, effective working relationships with library personnel and with the public, including people of all ages, with disabilities, and from a variety of social, economic, and ethnic backgrounds.
- † M. Ability to work scheduled hours, including evenings and weekends.
- † N. Ability to retrieve and replace materials on shelves at various heights.
- † O. Ability to push and pull shelving carts requiring up to 41 pounds of force for distances of up to 25 feet on a carpeted surface.
- † P. Ability to retrieve information from various sources, such as online databases, books, and microforms.
- † Q. Ability to frequently transport materials weighing up to 25 pounds, and occasionally weighing up to 50 pounds, from one part of the library to another.
- † R. Ability to work in a stationary position for long periods.
- † S. Ability to transport oneself throughout the library and to and from branch libraries.
- † T. Ability to attend work on a regular basis.

\* Essential functions

† Job requirements necessary on the first day of employment.

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