

LIBRARIAN I

CODES/PAY RANGE

Class Code: 2625

EEO Code: B

Pay Range: 211

MAJOR FUNCTION

This is entry-level professional library work in Information Services or Children's Services of a regional branch; or directing these services in a full service branch.

ILLUSTRATIVE DUTIES

(NOTE: These 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.)

Maintains library collection of books, periodicals, documents, films, recordings, and other materials within established policy guidelines.

Assists patrons.

Furnishes information on library activities, facilities, rules and services; explains use of reference sources; describes or demonstrates procedures for searching catalog files and book collections to obtain materials.

Plans and conducts programs for children and adults. Recommends appropriate books for children. Encourages children to use library materials.

Supports programs to achieve the library's objectives. Assists in the arrangement of the collection of books, pamphlets, clippings, etc. Assists other professional librarians in programs for all age groups. Assists in providing reference service and guidance to patrons.

May train, supervise and evaluate the performance of paraprofessional employees. May train and supervise volunteers.

Provides assistance for public on general applications of computer use, recommends software for public use.

To be cross-trained in all areas for assignment as needed.

Attends workshops and conferences as required.

(Librarian I continued)

Uses on-line databases such as CLSI and PCS.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of library functions.

Ability to prepare reports. Ability to plan and conduct children's programs. Ability to communicate effectively, both orally and in writing. Ability to establish effective working relationships with other library professionals, public groups, children, and library patrons. Ability to keep abreast of current trends in library science. Ability to supervise subordinate employees and volunteers.

MINIMUM QUALIFICATIONS

Master's Degree in Library Science from ALA accredited program.

ADA REQUIREMENTS

Physical Demands: Light to medium work. Ability to see, hear, talk; finger dexterity. Ability to lift (10 lbs), carry, bend, reach, kneel.

Mental Demands: Ability to read and comprehend professional and technical manuals, procedures and journals; memos, policies, safety instructions, manuals. Ability to write business letters, summaries. Ability to speak clearly and concisely relating information, details and procedures to layman. Ability to perform basic mathematical functions.

Environmental Demands: Inside work.

Revised 9/95