



Librarian I

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for basic level librarian duties. The Librarian I may serve as the head of a functional area of the library such as Teen Space, Genealogy, or the Children's area. Employees in this class are expected to perform specific applications of professional duties under the general supervision of the Library Director. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative)

- Provides reference and reader's advisory services and instruction to library users;
- Performs online searching and trains patrons in online searching skills;
- Answers reference questions for library users and staff;
- Serves as a liaison for library services to community groups and other libraries;
- Designs and prepares publicity materials and library instruction materials;
- Prepares statistical and/or narrative reports, memoranda and correspondence;
- Performs collection development by selecting titles for purchase and/or deletion;
- Develops and conducts library programs, tours, book talks and multi-media programs;
- Creates and maintains certain portions of the library webpage and Facebook pages;
- Assists other professional library staff in their functions;
- Keeps informed of professional developments through participation in professional organizations, system meetings, workshops, continuing education courses and reading professional materials;
- May supervise volunteers.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of bibliographic tools and sources;
- Good knowledge of modern principles and practices of library science;
- Good knowledge of on-line databases;
- Good knowledge of library materials and collection issues;
- Good knowledge of modern library organizations, procedures, policies, aims, and services;
- Good knowledge of computer technology. Office and circulation system software;
- Ability to perform as a team member in the planning and implementation of library programs;
- Ability to comprehend user's needs quickly and accurately
- Knowledge of and ability to carry out library policies and procedures;
- Ability to assign and review the work of others;
- Ability to express ideas clearly and effectively both orally and in writing to groups and individuals;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: A Master's Degree in Library Science from a library that is accredited by the American Library Association

SPECIAL NECESSARY REQUIREMENT: Eligibility for a New York State Public Librarian's Professional Certificate at time of application. Possession of certificate within six (6) months of appointment.

Classification history:

Revised: 4/17/2012; 9/23/2014; 7/21/2015