LIBRARIAN I

JOB CODE 30210

Effective Date: 04/12

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to perform entry-level professional library work by applying the full scope of basic library knowledge and techniques in the performance of duties. Work involves analyzing the public's library needs, selecting library material, applying bibliographic control techniques to library materials, advising the public in their use of library materials, and handling reference and information search requests. Work is performed in accordance with established policies and accepted library practices and procedures. This position supervises clerical or paraprofessional level staff. Work is performed independently and guidance is received from a Librarian II, Librarian III or other section head through review and coordination of plans and programs and frequent conferences.

ESSENTIAL FUNCTIONS:

- Supervises, trains and evaluates clerical or paraprofessional level staff.
- Delivers information services via phone, email, or in person through the library’s website at various branch libraries, or within the central library.
- Recommends and develops online information resources as part of a team
- Performs collection maintenance insuring the scope and quality of a branch or central library section’s reference, digital and circulating collections.
- Search standard reference material, including online sources such as computerized databases.
- Serves on system-wide committees, taskforces, and team.
- Participates in program and services including outreach to the community based on needs and strategic plan.
- Performs original cataloging of library materials and information resources.
- Keep accurate, up to date work records and produce written reports.
- Interprets library policies, objectives, and procedures.
- Explains use of library facilities, resources, equipment, and services
- Maintains regular and reliable attendance.
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.

Required Knowledge, Skills and Abilities:
Knowledge of:

- Supervisory practices and techniques
- Principles and practices of public libraries.
- Principles and techniques of library materials selection and cataloging.
- Books, publishing, the book trade, and book review media.
- Basic reference tools and services.
- Automated library information retrieval systems.
- Electronic resources (such as eBooks, streaming video, eAudio) and how to download the materials to eReaders and various mobile devices
- Social networking tools.

Ability to:

- Performs a broad range of supervisory responsibilities over others.
- Analyze, evaluate, and appropriately select popular level library materials.
- Find answers to general reference questions that are answerable from materials in the library's collections.
- Provide reference and customer assistance through digital means.
- Work cooperatively with other City employees and the general public.
- Communicate in the English language by phone or in person in a one-to-one or group setting.
- Comprehend and make inferences from written material.
- Enter or retrieve information from a computer or other electronic device.
- Work safely without presenting a direct threat to self or others.

Additional Requirements:

- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.
- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment, or shift. Some positions require use of personal or City vehicle.

ACCEPTABLE EXPERIENCE AND TRAINING:
A master's degree in library science from an American Library Association (ALA) accredited institution. Other combinations of experience and education that meet the minimum requirements may be substituted.