



LIBRARIAN

AGENCY/DEPARTMENT:
Community Services/Library

Reports to: Supervising Librarian
Supervises:

Approved By HR Director: Linda Matthews
Date Approved: 05/25/2005
Date of Last Revision: 9/1985

JOB SUMMARY: Under general supervision, performs professional library functions pertaining to the maintenance of the library; supports unit programs and services; assists in collection development; provides reference services; assists with special programs; and performs other related work as necessary.

DISTINGUISHING CHARACTERISTICS: This class is characterized by its responsibility for professional level research and reference services. This class is distinguished from the Senior Librarian by the latter's responsibility for advanced reference/unit services and day-to-day supervision. This class is distinguished from the Senior Library Assistant by the latter's focus on general patron assistance involving routine services and supervision of subordinate staff.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Provides reference services requiring knowledge of library collection, reference tools and materials.
2. Responds to requests for reference information, provides readers advisory services for library customers, and compiles bibliographies of library materials.
3. Develops, creates, implements, promotes and markets library programs, story times and book talks.
4. Makes oral demonstrations utilizing multi-media equipment and online resources; conducts library orientations and computer training classes.
5. Assists in assembling and arranging displays and exhibits.
6. Provides technical guidance to library support staff.
7. Assists with collection development and selection, review and weeding of library materials.
8. Maintains current knowledge regarding trends in the library science profession.
9. Attends meetings, conferences or other functions and participates in discussions regarding library activities.
10. May act as library supervisor in his or her absence.

QUALIFICATION GUIDELINES:

ANY COMBINATION OF EDUCATION AND/OR EXPERIENCE THAT PROVIDES THE REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION. A TYPICAL COMBINATION INCLUDES:

EDUCATION: Equivalent to a master's degree from an accredited college or university in Library Science or a closely related field.

EXPERIENCE: One year performing para-professional or professional level library work.

KNOWLEDGE OF:

- Principles and practices of professional library work.
- Uses of various library tools, media, and online resources.
- Research principles and reference networks.
- Library operations, procedures and services.
- Library reference tools.

ABILITY TO:

- Provide a high level of tactful and courteous service and assistance to library customers and co-workers.
- Utilize internet and catalog system applications.
- Develop and implement library programs.
- Conduct research and collect information.
- Assist the public and support staff.
- Exercise tact when enforcing library rules.
- Recommend resources to be acquired, preserved and retained.
- Work independently.
- Operate computer using relevant word processing, spreadsheet, and graphic software.
- Interact and communicate effectively both orally and in writing.
- Establish, maintain, and foster positive, harmonious and effective working relationships.

LICENSES:

CERTIFICATIONS:

SPECIAL REQUIREMENTS:

DESIRABLE:

- Experience in adult services, archival services and/or children's services in a library environment.

FLSA Exemption Status: Non-Exempt

Employee Unit: Unit # 5, Technical/Professional Services

DOT Program Participant: No

Job Family: Library - Professional

Career Progression: Librarian
Senior Librarian
Supervising Librarian
Associate Library Director
Library Director

Date Class Established: