

LIBRARIAN I

DISTINGUISHING FEATURES OF THE CLASS: The incumbent is responsible for entry level professional librarian duties. Incumbents in this class are expected to learn the specific applications of professional training under the supervision of professional librarians in higher level positions. Instructions may be issued at the beginning of each new assignment. Incumbents are assigned work progressively more difficult as their experience in the field broadens. Supervision may be exercised over other library personnel.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Provides reader advisory and guidance services to library users;
- Performs original cataloging and classification techniques;
- Answers reference and research questions for library users;
- Instructs public on the proper use of library resources;
- Assists in collection development, recommending titles for purchase and/or deletion;
- Performs on-line computer searches of databases;
- Compiles bibliographies;
- Conducts tours, book talks, programs, story and picture book hours;
- Serves as a liaison for activities with community groups or other libraries;
- Prepares statistical and/or narrative reports, memoranda and correspondence;
- Supervises the work of clerical, paraprofessional and volunteer personnel;
- Keeps informed of professional developments through attendance at professional organizations, meetings, workshops, continuing education courses and reading professional materials;
- Enters and retrieves information in an automated information system;
- Performs stack maintenance;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of modern principles and practices of library science;
- Good knowledge of bibliographical tools and sources;
- Good knowledge of personal computers and office equipment;
- Working knowledge of modern library organizations, procedures, policies, aims and services;
- Working knowledge of automated library resources;
- Skill in the performance of technical library tasks;
- Ability to read and comprehend written material;

- Ability to carry out assignments;
- Ability to work independently;
- Ability to express ideas clearly and effectively both orally and in writing;
- Ability to get along with patrons;
- Ability to comprehend user needs quickly and accurately;
- Ability to perform close detail work;
- Ability to lift objects such as books, supplies and files;
- Ability to perform calculations involving basic arithmetic functions;
- Accuracy;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from a registered college or university accredited by the American Library Association or registered by the NYS Education Department to grant degrees with a Master's Degree* in Library Science, Information Services or equivalent.

*Minimum qualifications are in accordance with New York State Education Department Division of Library Development.

SPECIAL REQUIREMENT:

Eligibility and application for a New York State Public Librarian's Professional Certificate at the time of appointment.

NOTE:

Position may require ability to work Saturdays, Sundays, and holidays; and able to work shift assignments during the day, evening and nights.

Adopted 4/27/04
Revised: 7/25/12
1/16/19