

LIBRARIAN I

DISTINGUISHING FEATURES OF THE CLASS: This class of position requires performance of standard professional and technical library work of routine difficulty and responsibility. Sub-professional and other work necessary to the maintenance of library services may be performed as required. The work is performed under the general supervision of a higher-level librarian and/or a Library Director. Work direction may be given to any subordinate support personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Provides reference, reader's advisory services and technology instruction to library customers;

Assists library customers in the selection of materials and answers reference and research questions for any age level;

Assists library customers with their technology needs including, but not limited to data storage and retrieval, printing and trouble shooting of devices, hardware and software;

Compiles short-search bibliographies, indexes and booklists in print or online;

Uses the library's Integrated Library System (ILS) to perform general public service duties as may be required for charging and discharging of library materials, registration and reserves;

Performs cataloging and classification record editing for all materials;

Recommends the selection and discard of library materials and may be responsible for part of a collection;

Arranges, publicizes and conducts programs, e.g. book talks, film programs, story hour, etc.;

Performs database searches and instructs customers on searching databases;

Selects and arranges materials for library exhibits;

Designs and produces public relations, marketing and library instructional materials;

Serves as a liaison for library services to community groups or other libraries;

Prepares statistical and/or narrative reports, memoranda and correspondence;

Supervises the work of clerical, paraprofessional and volunteer personnel in assigned tasks;

Keeps informed of professional developments, library trends and technology through participation in professional organizations, system meetings, workshops, continuing education courses and reading professional materials;

May function as a subject specialist.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of current principles, practices, technology and trends in library sciences; good knowledge of database systems; good knowledge of bibliographic tools and sources; good knowledge of library materials and collection issues for a specific subject area if functioning as a subject specialist; good knowledge of current library organizations, procedures, policies, aims, initiatives and services; good customer service skills; working knowledge of current technology and its application to library services*; ability to perform as a team member in the library's plan of service to meet the needs of library customers and community groups, and provide information on materials accordingly; ability to carry out library policies and procedures; ability to comprehend library literature and research; ability to communicate ideas clearly and effectively both orally and in writing to groups and individuals; ability to plan, coordinate and supervise the work of others; skill and accuracy in the performance of technical library tasks; tact and courtesy in dealing with staff and the public.

(over)

MINIMUM QUALIFICATIONS:

1. Possession of a graduate library degree from a library school located within New York State which is registered by the State Education Department, or from a library school program which is accredited by the American Library Association; and
2. Possession of a valid New York State Librarian's Professional Certificate.

SPECIAL REQUIREMENTS: It shall be the responsibility of the appointing authority to ensure compliance with the New York State Board of Regents Commissioner's Regulations and any other New York State Education Department requirements for New York State public librarians.

* To be demonstrated during probationary period.