LIBRARIAN I

DISTINGUISHING FEATURES OF THE CLASS: This is professional and technical library work involving responsibility for the performance of routine public service, technical and collection-related tasks in one or more functional areas of the library. The work emphasizes the application of established library principles, practices and procedures in support of library operations and services. The work is performed under the general supervision of a higher-level Librarian and/or Assistant or Library Director. Supervision may be provided to others. Does related work as required.

TYPICAL WORK ACTIVITIES:

Provides reference, reader's advisory, referral and technology instruction services to library patrons;
Assists patrons with the selection and use of library materials and responds to reference and research inquiries;
Supports patrons with technology needs, including data storage and retrieval, printing and basic troubleshooting of devices, hardware and software;
Compiles bibliographies, indexes, booklists and other informational guides in print or electronic formats;
Uses the library's Integrated Library System (ILS) to perform circulation and public service functions, including charging and discharging library materials, patron registration and reserves;
Performs cataloging and classification record editing in accordance with established standards and procedures;
Recommends the selection, evaluation and weeding of library materials and may be responsible for assigned portions of a collection;
Plans, publicizes and conducts library programs and activities such as book talks, film programs and story hours;
Conducts database searches and instructs patrons in the effective use of research tools and information resources;
Selects and arranges materials for displays and library exhibits;
Designs and produces public relations, marketing and instructional materials in support of library services and programs;
Serves as a liaison between the library and community groups, schools or other libraries;
Prepares statistical data, narrative reports, memoranda and correspondence related to library activities;
Stays informed about professional developments, trends, best practices and emerging technologies through participation in professional organizations, system meetings, workshops and continuing education;
May supervise the work of clerical, paraprofessional and volunteer personnel;
May function as a subject specialist in an assigned area.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of current principles, practices and trends in library science; good knowledge of database systems, bibliographic tools and information resources; good knowledge of literature and library materials for a specific subject area when functioning as a subject specialist; good knowledge of current library organizations, procedures, policies, goals and services; good knowledge of the application of computer technology to library operations*; skill in performing technical library tasks; ability to function both independently and as a team member in planning and implementing library projects; ability to communicate effectively, both orally and in writing; ability to understand and

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interpret written material; ability to assess patron and community needs and recommend appropriate information and materials; ability to supervise the work of others; ability to establish and maintain cooperative relationships with others; ability to exhibit tact, courtesy, cultural awareness and good customer service when working with staff and the public.

MINIMUM QUALIFICATIONS:

1. A Master's degree or higher in Library Science, Library and Information Science or comparable degree from a library school located within New York State which is registered by the New York State Education Department or from a library school program accredited by the American Library Association; and

2. Possession of a valid New York State Librarian's Professional Certificate.

SPECIAL REQUIREMENTS:

1. A valid New York State Librarian's Professional Certificate must be maintained throughout the course of employment in this title.

2. 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.

R.C.D.P. (06.22.2015) 02.06.2026
Competitive

04.17.2026 New York State Civil Service approved Non-competitive title in the NY HELPS Program.