

LIBRARIAN I

PURPOSE AND NATURE OF WORK

Positions in this class involve professional level work in a specialized library function. Incumbents are responsible for planning children's story times, assisting youth and adults with reference questions, planning programs, and assisting patrons with library related technology and electronic resources. These positions work independently, report to a higher-level Librarian or Regional Library Branch Manager, and are not supervisory.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Plans, prepares and conducts children's story times and other youth programs. Answers reference questions and assists users in the use of library materials, electronic resources, computers, and a variety of technology and Makerspace equipment. Prepares bibliographies of materials and recommends materials to children, teens, and parents. Schedules and conducts tours for groups and visits schools to promote library programs.

Staffs reference information desk and assists library patrons in using library materials, electronic resources, computers, and a wide variety of technology and Makerspace equipment. Provides general reader's advisory service. Plans adult programs in coordination with others in the department.

Participates in collection development and outreach. Performs other related work as required.

NECESSARY KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge of library science principles and philosophy of service, procedures and technology.

Knowledge of reference tools and bibliographic sources.

Knowledge of informational databases.

Ability to communicate effectively, both orally and in writing, to children and adults.

Ability to maintain effective working relationships with colleagues and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Master's degree in Library and Information Science; or any equivalent combination of training and experience.