

LIBRARIAN I

DISTINGUISHING FEATURES OF THE CLASS:

This is an entry level professional position for library school graduates. Employees in this class are expected to learn the specific applications of their professional training by the performance of beginning professional library duties under direct supervision of higher level professional librarians. Initially, specific instructions may be issued at the beginning of each new assignment, but with leeway permitted for more independent and progressively more difficult work assignments as their experience in the field broadens. Supervision may be exercised over clerical personnel in various assignments.

TYPICAL WORK ACTIVITIES:

1. Provides reference and reader's advisory services and instruction to library users;
2. Performs original cataloging and classification and record editing;
3. Performs collection development by recommending titles for purchase and/or deletion;
4. Performs on-line database searches, and search training;
5. Compiles bibliographies;
6. Conducts book talks, multimedia programs, story and picture book hours, and liaison activities with community groups;
7. Supervises the work of clerical, paraprofessional and volunteer personnel in assigned tasks;
8. Prepares statistical and/or narrative reports, memoranda and correspondence;
9. Keeps informed of professional developments through participation in professional organizations, system meetings, workshops, continuing education courses and reading professional materials;
10. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern principles and practices of library services; good knowledge of on-line 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 modern library organizations, procedure, policy, aims, and service; skill and accuracy in the performance of technical library tasks; ability to perform as a team member in the planning and implementation of automation or other library programs; ability to think critically to understand the needs of library patrons and groups and to prescribe information or materials accordingly; ability to carry out library policies and procedures; ability to read and comprehend library literature and research; ability to express ideas clearly and effectively both orally and in writing to groups and individuals; ability to plan, coordinate, and supervise the work of others; tact and courtesy in dealing with staff and public; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

A Masters degree in Librarianship from a library school that is accredited by the American Library Association or recognized by the New York State Education Department.

SPECIAL REQUIREMENT:

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

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