

LIBRARIAN I

DEFINITION

Under direction, performs library work involved in modern public library operations including reference, branch, children or adult services; performs other related work as required.

DISTINGUISHING FEATURES

This is the entry level class in the professional librarian series.

EXAMPLES OF DUTIES

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Essential Duties

1. Everything listed in the Library Assistant job description.
2. Answers in-depth reference questions and readers' advisory inquiries.
3. Promotes reader interest and full use of library resources.
4. Curates collections for completeness and condition; selects, orders, and weeds collections in compliance with collection development policy.
5. Trains and provides lead direction to library assistant.
6. Research grant opportunities and writes grant proposals.
7. Assists in the planning and evaluation of programs and services and collaborates on organization-wide programs and services.

Other Duties

8. Performs related duties as assigned.

WORKING CONDITIONS

- Primarily indoor environment in a publicly accessible building.
- Ambient office sounds and noises such as speaking, working office equipment and software.
- Regular loud talking and other noises made by the public.
- Regular work at non-office environments such as parks, schools, day care facilities.
- Travel to City work sites and community locations to conduct library work.
- Frequent evening and weekend shifts.

PHYSICAL DEMANDS

- Ability to push, pull, drag, and lift up to fifty pounds.
- Frequent bending or stooping.
- Dexterity of hands and fingers to operate a computer keyboard and handle library materials.
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.
- Hearing and speaking to exchange information and make presentations

EMPLOYMENT STANDARDS

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an American Library Association accredited college or university with a Master of Library Science or Master of Library and Information Science Degree; or a bachelor's degree in a related field such as education or child development with two years or work experience; or Graduation from high school or equivalent and four years of experience as a Library Assistant or equivalent.

Experience: No experience required, however, one year of professional library experience is desirable.

Knowledge

Knowledge of modern public library organization, objectives, services and their application; principles, laws, policies, methods, and practices of public library administration; modern library equipment operation, including electronic information retrieval systems and online catalogs; library classification, circulation, and cataloging; reference techniques and practices; collection development; and library materials.

Ability

Ability to effectively perform professional library work; promote interest in library services; assist in developing and implementing library programs and services which meet community needs; perform technical library tasks and operate computerized and other library equipment with speed and accuracy; interpret, apply and explain established policies and procedures; establish and maintain accurate records; plan, administer and evaluate work programs and schedules; interpret and analyze information; clearly define problems and develop solutions; prepare reports; set priorities, meet deadlines and make sound decisions; maintain level of knowledge required for satisfactory job performance; communicate effectively; establish and maintain effective working relationships with employees and the general public and supervise, train and evaluate assigned clerical staff.

Other Requirements

Possession of a valid California Driver's License and satisfactory driving record at the time of appointment is required as a condition of initial and continued employment only if the operation of a vehicle, rather than the employee's ability to get to/from various work locations in a timely manner, is necessary to perform the essential functions of the position.

Special Requirements

Ability to work rotating and/or irregular shifts, including nights, weekends and to adjust work schedules as needed.