

LIBRARIAN I

07680
(Competitive)

DISTINGUISHING FEATURES OF THE CLASS

The work involves responsibility for basic level librarian duties. Employees in this class are expected to perform specific applications of professional duties under the general supervision of other professional Librarians. Supervision may be exercised over Librarian Assistants, Clerks, Pages and Volunteers. Does related work as required.

TYPICAL WORK ACTIVITIES

Provides reference and reader's advisory services and instruction to library users.
Performs original cataloging and classification and record editing.
Performs collection development by recommending titles for purchase and/or deletion.
Plans and implements library programs for adults or children.
Compiles bibliographies and functions as subject specialist.
Performs on-line database searches, and search training.
Serves as a liaison for library services to community groups or other libraries.
Designs and produces public relations and library instruction materials.
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 through participation in professional organizations, system meetings, workshops, continuing education courses and reading professional materials.
Develops and conducts programs, tours, book talks, multi-media programs, story and picture book hours.
Resolves patron complaints using independent judgment.
May be responsible for library facility or unit of library facility and security of building.
May be responsible for the collection, transmission and security of money.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of modern principles and practices of library science.
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, procedures, policies, aims, and services.
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

Open-Competitive:

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.

SPECIAL NECESSARY REQUIREMENT

Possession of a valid New York State Public Librarian's Professional Certificate from the New York State Education Department.

11/02 Revised