

## **LIBRARIAN I**

**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 lower-level library clerks. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only) 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.

**FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:** Good knowledge of modern principles and practices of library service; Good knowledge of on-line database systems; 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:** Master's degree in information or library science from a library school that is accredited by the American Library Association or registered by the New York State Education Department.

**SPECIAL REQUIREMENT:** Eligibility for a New York State Public Librarian's professional certificate at time of application; possession of certificate at time of appointment.

Adopted 4/23/84

Revised 10/7/98; 8/10/23

Reviewed 7/21/04; 10/29/18