

LIBRARIAN I

Code No.: 5-12-010
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an entry level position for library school graduates, which involves learning professional duties by performing specific applications of professional level duties. Instructions may be issued at the beginning of each new assignment. The employee reports directly to and works under the direct supervision of a professional librarian. More difficult work is assigned as their experience in the field broadens. Direct supervision may be exercised over clerks, aides, pages or volunteers. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed):

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;

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 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 library materials; good knowledge of modern library organizations, procedures, policies, aims, and service; good knowledge of bibliographic tools and sources; skill and accuracy in the performance of technical library tasks; ability to get along well with others; ability to communicate effectively both orally and in writing to groups and individuals; initiative; resourcefulness; good judgment; orderliness; accuracy; tact; adaptability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Library Science.

SPECIAL REQUIREMENTS: Possession of a New York State Public Librarian's professional certificate at time of appointment.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

REVISED: June 19, 1987
REVISED: September 3, 1998