

LIBRARIAN I

DEFINITION

To perform a variety of professional and para-professional duties in support of a modern urban library and community learning center; to develop, implement and evaluate educational and library programs tailored to the changing needs of a diverse local community; and to provide responsive customer service to a diverse population of library and learning center users.

DISTINGUISHING CHARACTERISTICS

This entry level classification performs a variety of professional and para-professional duties in a modern fast-paced urban library. This classification differs from the lower level Lead Library Assistant in that the latter performs the more complex assignments of a technical or clerical nature. Positions in this classification differ from the higher level Supervising Librarian I in that the latter administers the operation of a major library division.

SUPERVISION RECEIVED

Receives general direction from higher level professional librarians.

SUPERVISION EXERCISED

May provide technical and functional supervision over technical and administrative support staff and volunteers.

ESSENTIAL DUTIES

Duties may include but are not limited to the following:

Develops, implements and evaluates impactful library and educational services/programs that are responsive to the changing and varied needs of the local community, including services developed for children, teens, adults, seniors, the disabled and non-English speakers.

Monitors and evaluates library and educational services programs for effectiveness and efficiency through the use of data and measurable outcomes; recommends and implements program changes in response to the changing needs of the program participants.

Assists in the development and implementation of library program standards and evaluation methods that will ensure that library and educational services are reaching the intended population and meeting goals and objectives.

Seeks and secures external funding to support program activities; participates with other library team members in resource development activities to create sustainable program operations and growth.

ESSENTIAL DUTIES (continued):

Responds to customer inquiries for library information, resources and services; conducts customized reference interviews with customers to identify their specific and unique library and educational needs; follows-through with customers to ensure the proper level of service was provided.

Locates and verifies alternate sources of information or resources from other libraries, agencies or on-line sources, as needed.

Assists and instructs customers in the use of the library's catalog, website and databases to locate materials and resources.

May evaluate, select and order books and media items for one or more subject areas of the library collection; evaluate library books and media items for withdrawal from the library collection.

May perform cataloging and classification activities as needed.

Enforces library customer conduct policies to ensure a safe and welcoming public environment for all library visitors.

Performs related duties as assigned.

JOB RELATED ESSENTIAL QUALIFICATIONS

Knowledge of:

Current best practices, procedures and techniques used in creating, delivering, and evaluating effective public library and community learning center services in an urban environment.

Current technologies, resources, and other tools needed to plan and deliver effective library and community learning center services to various demographic groups.

Modern library operational systems, including Integrated Library Systems, automated cataloging and processing systems, electronic resources and databases, reciprocal borrowing systems, materials movement systems, materials selection systems and processes, and modern electronic recordkeeping systems.

Children's and teen literature including knowledge of the various genres, sub-genres and subject areas of children's and teen literature; knowledge of specific authors, titles and trends.

Adult literature including knowledge of the various genres, sub-genres and subject areas of adult literature; knowledge of specific authors, titles and trends.

JOB RELATED ESSENTIAL QUALIFICATIONS (continued):

Ability to:

Provide excellent customer service to a diverse community of urban public library and community learning center users.

Prioritize and manage multiple projects and service demands efficiently and effectively.

Communicate effectively both orally and in writing with a diverse customer population; deliver clear and concise written and verbal communications that are relevant to the intended audience.

Identify and adapt to changing community needs and service delivery models in an urban public library/learning centers.

Analyze data to accurately assess changing customer needs, adjust program strategies to ensure effective program delivery and accurately measure success.

Participate in resource development activities to support library services and projects, which includes writing effective grant proposals independently and as a team member.

Coordinate and collaborate effectively with others to identify and achieve shared goals.

Use modern office technology and equipment.

Work flexible schedules, including evenings and weekends.

EXPERIENCE AND EDUCATION

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

Experience: Two (2) years of increasingly responsible professional public library experience.

Education: Possession of a Bachelor's degree from an accredited college or university with major course work in Library Science. A Master's degree in Library Science is desirable.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical abilities and work environment:

Work in a standard office environment; travel to various locations and participate in meetings to conduct City business during day and evening hours; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball, use standard office equipment; sit for prolonged periods of time; stand, walk, reach, twist, turn, kneel, bend, squat and stoop in the performance of daily office activities; converse by telephone, in person, and to small or large groups and be clearly understood; read and comprehend technical and complex documents; interact with the public and all different levels of City staff in a professional manner; and safely lift, carry and maneuver office supplies and equipment, documents, or boxes of work related materials, weighing up to 35 pounds. Essential functions must be performed with or without reasonable accommodations.

PROBATIONARY PERIOD: One (1) Year

T790 Librarian I

Revised October 1978

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EEO Code: 02

FPPC STATUS: Non-Designated

FLSA STATUS: Non-Exempt