

LIBRARIAN I

DISTINGUISHING FEATURES OF THE CLASS: These duties involve responsibility for professional Librarian duties. Incumbents are expected to learn the specific applications of professional librarianship by the performance of duties under the supervision of professional librarians in higher-level positions. Instructions may be issued at the beginning of each new assignment. Employees in this class are assigned work progressively more difficult as their experience in the field broadens. Supervision may be exercised over clerical personnel in particular tasks. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Provides readers' advisory and reference services to library users;
- Performs original cataloging and classification of library materials;
- Instructs public on the effective use of library resources, including online resources;
- Assists in collection development, including selection and weeding of library materials;
- Secures special books and other library materials as requested by patrons;
- Performs on-line searches of computer databases;
- Compiles bibliographies;
- Conducts tours, book talks, multi-media programs, story times and other public programs;
- Serves as a liaison for activities with community groups or other libraries;
- Prepares statistical and/or narrative reports, memorandum and correspondence;
- Supervises the work of clerical, paraprofessional or volunteer personnel;
- Keeps informed of professional developments through participation in professional organizations, system meetings, workshops, continuing education courses, and reading professional materials;
- Performs library services to the public including but not limited to: notary public, exam proctoring, passport acceptance, issuing of licenses or other public documents (hunting & fishing licenses, bus passes, etc.) as necessary.

FULL PERFORMANCE KNOWLEDGE, 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 bibliographical tools and sources;
- Good knowledge of modern library organizations, procedures, policies and sources;
- Skill in the performance of technical library tasks;
- Ability to comprehend user's needs quickly and accurately both orally and in writing;
- Ability to perform close detail work;
- Ability to lift objects such as books, supplies and files;
- Accuracy;
- Tact and courtesy in dealing with staff and the public.

MINIMUM QUALIFICATIONS:

Possession of 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 REQUIREMENT:

Possession of a current New York State Public Librarian's Professional Certificate from the New York State Education Department at the time of appointment and throughout appointment.

Juris. Class: Competitive
ACCS Adopted: 2/11
Last Revised: 10/24