LIBRARIAN I/II

Purpose:

To actively support and uphold the City's stated mission and values. To perform a variety of professional librarian duties in the activities of the library including children's services, adult services, computer access services and collection development.

Supervision Received and Exercised:

Librarian I

Receives general supervision from a Library Supervisor or from other supervisory or management staff.

Exercises direct supervision over technical and clerical library staff.

Librarian II

Receives direction from a Library Supervisor or from other supervisory or management staff.

Exercises direct supervision over technical and clerical library staff.

Distinguishing Characteristics:

Librarian I

This is the entry level class in the Professional Librarian series. This class is distinguished from the Librarian II by the performance of the more routine tasks and duties assigned to positions within the series including application of fundamental library science principles and practices. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

Librarian II

This is the full journey level class within the Professional Librarian series. Employees within this class are distinguished from the Librarian I by the performance of the full range of duties as assigned which require a complete knowledge of divisional policies and

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procedures. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the Librarian level, or, when filled from the outside, require prior professional library work experience.

Essential Functions:

Duties may include, but are not limited to, the following:

- Assist in the creation, development, coordination, implementation, of library public programs for all ages that meet the defined needs of the community.
- Educate library patrons, individually and in groups, in the use of electronic resources, including the library's webpage, catalog, research databases and online downloadable resources.
- Provide answers to reference and readers advisory questions in person, over the phone and through electronic forums.
- Assist in the maintenance of web pages for Library web site and Library intranet site.
- Respond to citizen complaints and requests.
- Develop and conduct computer training classes for library users.
- Refer patrons to books or other Library resources to further their reading interests; plan and conduct tours of the Library.
- Provide direct public service at the Concierge, Children's Desk or Accounts Window.
- Use social networking tools to promote library events.
- Organize, maintain, and index a variety of reference materials including online resources, government documents, maps, catalogs, and microforms.
- Review new publications and collection materials and recommend materials for acquisition and/or disposition, as appropriate.
- Prepare library displays, bibliographies, and user guidelines to market collection.
- Participate in section meetings and continuing education programs as appropriate.

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- Represent their respective team in Library, Department, City, or professional meetings.
- Keep abreast of professional developments and library trends, programs, and services.
- Perform related duties as assigned.

Minimum Qualifications:

Experience:

Librarian I

Some library experience is highly desirable.

Librarian II

Two years of experience performing professional library work.

Education:

Possession of a Master of Library Science degree from an American Library Association accredited college or university.

Licenses/Certifications:

None

Examples of Physical and/or Mental Activities:

(Pending)

Competencies:

(Pending)

Job Code: 212/261

Status: Exempt / Classified

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