

LIBRARIAN I (REFERENCE)

FLSA Status – Non-Exempt

EEO Code – B/Professionals

Class Code – E244

GENERAL DESCRIPTION OF THE DUTIES

This position performs professional library duties in staffing the reference desk.

SUPERVISION RECEIVED

This position receives direct supervision from the Senior Librarian and may receive assignments and direction from higher classification Library staff.

SUPERVISION EXERCISED

Supervision is not a normal responsibility of this position. May provide training and orientation to newly assigned personnel on Library policies and practices.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required.

1. Provides reference services for Library patrons, which include conducting reference interviews, conducting research, performing computer and on-line searches, directing customers to appropriate internal or external sources, matching interest and abilities to library materials, and compiling book and web site lists, bibliographies, and other resources.
2. Instructs patrons in the use of Library materials and technology, the organization of the Library, and the use of computer systems, including full text database and Internet searching, CD ROM applications, and Internet access. Troubleshoots basic computer problems.
3. Provides general information and training to patrons regarding Library programs, procedures, and equipment. Provides instruction for individuals and groups in the use of online catalog and Internet searching.
4. Selects, prepares and reserves materials as requested by groups or individuals, compiles bibliographies on selected subjects for patrons and reference use.
5. Writes book reviews for the local newspaper as required.
6. Notes holes in reference and non-fiction collections and makes recommendations for purchase to Senior Librarian or Library Director.
7. Opens and closes the reference section as required, turns on/off equipment.
8. Performs work in accordance with federal, state, City and Library employment and safety laws, rules, and standards.

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OTHER JOB FUNCTIONS

1. Provides assistance in other Library areas based on workload needs.
2. Maintains proficiency by attending workshops and conferences, working on City and professional committees, reading materials, and meeting with others in areas of responsibility.
3. Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles and practices of library science and the philosophy of public library service;
- Basic library reference services practices and procedures, collections, and cataloging;
- Principles of customer service; and
- Knowledge of computer applications in a networked environment, including bibliographic and full-text database searching, Internet, word processing and basic troubleshooting.

Skills in:

- Conducting reference interviews to understand customer's needs;
- Multi-tasking;
- Conducting reference interviews to understand informational and recreational reading needs; and
- Communicating effectively with others from diverse backgrounds; and

Ability to:

- Establish and maintain effective working relationships with the general public, local officials, and employees;
- Work in a team environment; and
- Maintain confidential and sensitive information.

EDUCATION AND EXPERIENCE

Any equivalent combination of education and experience that demonstrates the knowledge, skills, and abilities is qualifying. A typical way to qualify would be a Bachelor's Degree in a subject area including college level coursework in library and/or information science, and experience providing public services.

DESIRABLE EXPERIENCE, TRAINING AND LICENSES

A Masters Degree in Library Science (MLS) is desirable. Fluency in English and Spanish are preferred for some positions.

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PHYSICAL DEMANDS

While performing the duties of this position, an employee is frequently required to stand, sit, communicate, reach and manipulate objects, tools or controls. The position requires mobility and visual acuity. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and infrequently weighing up to 25 pounds. Manual dexterity and coordination are required less than 50% of the work period while operating equipment such as a computer, and standard library or office equipment. Work schedules include evening hours and weekends. Qualified individuals with a disability will be reasonably accommodated to perform the essential functions of this position.

WORKING CONDITIONS

Usual library environment.

Approved By _____ Date _____
(Department Director)

Adopted By _____ Date _____
(City Manager)

Established: 10/94
Revised: 12/99
Revised: 05/00
Revised: 05/01