

## **LIBRARIAN I**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for entry level professional librarian duties. Employees in this class are expected to learn the specific applications of professional training 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, paraprofessional or volunteer personnel in particular tasks. Performs related work as required.

### **TYPICAL WORK ACTIVITIES:**

Provides readers advisory and guidance services to library users;  
Performs original cataloging and classification techniques;  
Answers reference and research questions for library users;  
Instructs public on the proper use of library resources;  
Assists in collection development, recommending titles for purchase and/or deletion;  
Performs on line computer searches of databases;  
Compiles bibliographies;  
Conducts tours, book talks, multi-media programs, story and picture book hours;  
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 and volunteer personnel in tasks;  
Keeps informed of professional developments.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of modern principles and practices of library science;  
Good knowledge of bibliographical tools and sources;  
Working knowledge of modern library organizations, procedures, policies, aims, and services;  
Working knowledge of automated library resources;  
Ability to read and comprehend written material;  
Ability to carry out assignments;  
Ability to work independently;  
Ability to express ideas clearly and effectively both orally and in writing;  
Ability to get along with patrons;  
Ability to comprehend user's needs quickly and accurately;

Ability to perform close detail work;  
Ability to lift objects such as books, supplies and files;  
Ability to perform calculations involving basic arithmetic functions;  
Accuracy;  
Skill in the performance of technical library tasks;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Possession of a Master's Degree in Library Science, Information Studies or other graduate library degree from a library school located in New York State which is registered by the New York State Department of Education or 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 at time of appointment.