



## **JOB DESCRIPTION**

Title: **LIBRARIAN**  
Department: Library  
Class Code: 5410  
FLSA Status: Non-Exempt  
Effective Date: November 1989 (Rev. 07/2008)

### **GENERAL PURPOSE**

Under the direction of senior staff, provides public, technical, or support services at a professional level. May be assigned to work exclusively in one department such as Adult Services, Children's Services, or Technical Services, where essential duties (\*) vary. May also be scheduled to work in a variety of departments as needed.

### **EXAMPLE OF DUTIES**

Any one position may not include all of the duties listed nor do the listed examples include all duties which may be found in positions of this class.

- \*-- Reader's advisory service - Helps patrons find the right book using extensive reading experience, the library catalog, an awareness of popular culture, and personal knowledge of current affairs and local events.
- \*-- Reference and information services - Helps patrons find information using the library catalog, library collections, online resources, professional networks, and referral sources.
- \*-- Cataloging - Creates and maintains an accurate and consistent library catalog which clearly describes the depth and breadth of the library collections.
- \*-- Programming - Develops and presents a wide range of general interest programs that support the library collections. This may include adult information programs, story times for children, or programs for new and under-served users such as our Latino community.
- \*-- Collection Development - Assesses a targeted area of the library collection and systematically selects new and useful materials while at the same time deleting or replacing old, damaged, and out-of-date materials.

- \*-- Outreach, marketing, promotion, and publicity - Creates methods and materials to reach new users and those unaware of our full range of services. Methods may include displays and exhibits, training tools, site visits, tours, press releases and printed materials.
- Performs other related duties as assigned.

## **DISTINGUISHING CHARACTERISTICS**

- This is an entry-level professional position characterized by initiative, self-direction, and a demonstrated commitment to public service.
- Ability to speak, read and write Spanish fluently is preferred.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- Completion of a Master's Degree in Library or Information Science or an equivalent combination of education and experience which provides the required knowledge and abilities.

### Necessary Knowledge, Skills and Abilities

- Substantial knowledge of the methods and practice of quality library service.
- Working knowledge of computers in the current Windows and Internet environment.
- Knowledge of national and local popular culture and current events.
- Ability to learn new consumer and library computer applications.
- Experience with the Horizon information management system is preferred.
- Must be approachable and able to work well with a wide range of ages, education levels, and library and computer skill levels.
- Ability to effectively communicate with traditional library patrons, with experienced online patrons, and with unsophisticated new users; ability to communicate effectively, verbally and in writing.
- Ability to establish an affinity with groups or individuals with special needs, such as children, seniors, or those for whom English is a second language.
- Ability to establish and maintain effective working relationships with employees, other agencies, and the public.
- Ability to develop a thorough and intimate knowledge of a part of our collection.

- Ability to promote the value of our collections to the staff and community.

**TOOLS & EQUIPMENT USED**

- Library computer system; personal computer, including world wide web search engines and the library's web site, word processing and database management software; calculator; copy and fax machine; phone.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus to both print and electronic text.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the work environment is generally quiet.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

\*Essential functions of the job.