

LIBRARIAN I

DISTINGUISHING FEATURES OF THE CLASS: This is entry level professional work involving responsibility for basic librarian duties. Work is performed under the supervision of professional librarians in higher level positions. Work becomes progressively more difficult as experience in the field broadens. Supervision may be exercised over lower level library support staff and volunteers. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Provides reference and readers advisory services and instruction to library users;
Performs original cataloging and classification and record editing;
Performs collection development by recommending titles for purchase and/or deletion;
Plans and implements library programs for adults or children;
Compiles bibliographies and functions as subject specialist;
Performs on-line database searches, and search training;
Serves as a liaison for library services to community groups or other libraries;
Designs and produces public relations and library instruction materials;
Prepares statistical and/or narrative reports, memoranda and correspondence;
Supervises the work of clerical, paraprofessional and volunteer personnel in assigned tasks;
Keeps informed of professional developments through participation in professional organizations, system meetings, workshops, continuing education courses and reading professional materials;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of modern principles and practices of library science; good knowledge of online database systems; good knowledge of bibliographic tools and sources; good knowledge of library materials and collection issues for a specific subject area if functioning as a subject specialist; good knowledge of modern library organizations, procedures, policies, aims, and services; skill and accuracy in the performance of technical library tasks; ability to perform as a team member in the planning and implementation of automation or other library programs; ability to think critically to understand the needs of library patrons and groups and to prescribe

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information or materials accordingly; ability to carry out library policies and procedures; ability to read and comprehend library literature and research; ability to express ideas clearly and effectively both orally and in writing to groups and individuals; ability to plan and direct the work of others; tact and courtesy in dealing with staff and public.

MINIMUM QUALIFICATIONS: Either

- a) Master's degree in library science from a college or university program either American Library Association-accredited, or otherwise meeting requirements of NYCRR Title 8, §90.7 in qualifying graduates for New York State librarian certification; or

- a) An equivalent education and degree combination as indicated in a) above.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.

SPECIAL REQUIREMENTS:

1. Eligibility for a New York State public librarian's professional certificate at time of application for appointment.
2. Possession of a New York State public librarian's professional certificate at time of appointment.