



**Job Code:** 0740  
**FLSA:** NE  
**Unit:** PCEA  
**Revised:**

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## **LIBRARIAN**

### **DEFINITION**

Under general supervision, performs a variety of routine entry-level professional library duties in the areas of reference, children, young adult, adult, and technical/automation services, as well as the volunteer, booklegger and literacy programs. A person in this class may be assigned to any phase of library operations and may be rotated from time to time.

### **SUPERVISION RECEIVED/EXERCISED**

Receives general supervision from a Senior Librarian or other management personnel. May exercise functional and technical supervision over paraprofessional and technical staff within assigned program areas.

### **TYPICAL DUTIES**

1. Assist patrons in effectively using the library by answering reference questions, demonstrating use of library catalogs, and providing other advisory services.
2. Assist in the selection of books, periodicals, and other materials.
3. Assist in the planning of programs and events such as story hours, reading clubs, and other related activities. Incumbents may be responsible for actual program development and implementation as well.
4. Supervise and train subordinate staff, including volunteers.
5. Coordinate library tours and other group activities.
6. Perform related duties as assigned.

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**MINIMUM QUALIFICATIONS**

**Knowledge of:**

1. General principles and practices of professional library work, modern library organizations, services, and equipment.
2. Books, sources, bibliographies, and reference materials and cataloging.
3. Principle and practices of automated reference tools.
4. Principles and practices of exceptional customer service.

**Skills to:**

1. Assist in carrying out specific functions of the City Library.
2. Assist in the development and implementation of library services.
3. Listen to requests and assist patrons in the selection of books and materials.
4. Use a computer keyboard to access patron or bibliographic information in the library environment.
5. Communicate clearly and concisely, both orally and in writing.
6. Establish and maintain effective work relationships with those contacted in the course of work.
7. Speak and be comfortable with large groups of people.
8. Work under deadlines and with constant interruptions.

**Education/Experience:**

Equivalent to graduation from a college or university with a Bachelor's Degree in Library Science or a closely related field. Incumbents in this class may be either college graduates just entering the field or experienced professionals.

**Special Requirements:**

Willingness and/or ability to work rotating and/or irregular shifts, including nights and weekends.

**Work Conditions:**

Work in a library environment directly with the public; sustained posture in a standing, walking or seated position for prolonged periods of time; perform lifting, crouching and pushing; may travel to other City facilities; some positions may include prolonged usage of computer equipment.