



LIBRARIAN I/II

DEFINITION

To perform a variety of professional librarian duties in the activities of the library including reference, cataloging, and inter-library loans related to adult, young adult, and children's services.

DISTINGUISHING CHARACTERISTICS

Librarian I: This is the entry level class in the professional library series. Work may involve responsibility for assignments in any library program area which requires the application of fundamental library science principles and practices. Assignments are generally limited in scope and within the design and procedural framework established by higher level employees. However, as experience is acquired, the employee performs with increasing independence.

Librarian II: This is the journey level class in the professional library series. Positions in this class are flexibly staffed and are normally filled by advancement from the lower class of Librarian I, or, when filled from the outside, require prior professional library work experience. Appointment to the higher class requires that the employee be performing substantially the full range of duties for the class and meet the qualification standards for the class. Work in this class is distinguished from that of a Librarian I by the greater complexity of the assignments received and by the greater independence with which an incumbent is expected to operate.

SUPERVISION RECEIVED AND EXERCISED

Direction is provided by the Library Services Director. Responsibilities may require functional supervision of lower level library personnel.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all-inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS:

Assist in the development, implementation, and evaluation of young adult's, children's, adult and other library programs and services.

Assess patron needs and advise them in making effective use of library resources and services; assist patrons of all ages by answering reference questions and selecting print and non-print materials.

Organize, maintain and index a variety of reference materials including government documents, maps and pamphlets.

As a Children's Librarian: Plan, organize and present children's programs including storytelling, book readings, video showings, crafts, and puppet shows, family programs and classes on children's literature and parenting; provide outreach programs to city schools.

Review new publications and collection materials and select materials for acquisition and/or disposition as appropriate.

Regular and consistent attendance.

Work cooperatively with others.

Prepare publicity, coordinate the publication of brochures and coordinate the dissemination of library program publicity.

Attend and represent the library at professional meetings as required.

Compile library activity reports and statistics; assist in preparing the library budget.

Plan, direct and supervise the work of staff involved in assigned library section.

Perform related duties as assigned.

QUALIFICATIONS

Librarian I

Knowledge of:

General principles and practices of professional library work including methods, practices and techniques of library classification and cataloging.

Patron advisory methods and practices.

Children's and young adult services as a specialized part of the library field; children's and young adult literature.

Modern office procedures and methods including automated library systems.

Operation and programs of a personal computer

Skill to:

Provide information to the general public regarding library department services.

Efficiently operate a personal computer; prepare effective displays and other visual material.

Develop programs that are responsible to community needs.

Perform technical library tasks.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

Ability to:

Develop cooperative public relations with co-workers and the general public.

Select books and materials to meet patrons needs.

Work weekend and evening shifts as assigned.

Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Education and Experience:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Possession of a Master of Library Sciences Degree from an accredited college or university.

Experience:

None Required

Librarian II

In addition to the qualifications for Librarian I:

Knowledge of:

Policies, procedures and functions of the library system.

Print and non-print materials, reference materials, journals, documents, and electronic resources and their appropriateness in recreational reading/research needs.

Computerized cataloging, bibliographic and circulation system data bases and rules for entry of material.

Principles and practices of supervision and training.

Skill to:

Plan, direct and review the work of assigned staff.

Ability to:

Relate well to children, young adult's, and adult alike; exercise creativity in program development.

Assess library patron needs and provide accurate and appropriate information.

Plan and implement specialized programs, including the performance of outreach work.

Experience:

Two years performing duties comparable to those of a Librarian I in the City of Woodland.

A handwritten signature in black ink, appearing to read 'D. M. F. W.', is positioned above a horizontal line.

Human Resources

Council Action: May 5, 1998