

LIBRARIAN I

DEFINITION

Under supervision, to perform professional library work at an entry level in a public library and other related work as required.

EXAMPLES OF DUTIES

Work may involve responsibility for assignments in any library program area. These areas may include reference and readers' advisory service to all age levels, book selection and collection development, development and management of websites, staff supervision and training and evaluation of volunteers or interns, liaison with schools and other community organizations, programming for a variety of age groups and attendance at meetings and workshops. These assignments are generally limited in scope and are performed under supervision.

MINIMUM QUALIFICATIONS

Knowledge of: Principles and practices of professional library work, organization, cataloging principles, library services, and materials; supervision and management techniques; electronic technology including digital resources and techniques used to develop websites and their use in libraries.

Ability to: Communicate successfully with people from a variety of diverse backgrounds in both written and oral communications; perform professional and technical library tasks; perform physical tasks that require bending, stooping, reaching and lifting. Interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, and respond in a positive manner to supervision. Attend work and perform duties on a regular and consistent basis. Work evenings and weekends.

Experience: None required.

Education: Graduation from college or university or equivalent, with a Bachelor's Degree, and a Master's Degree in Librarianship from an ALA accredited institution.