

LIBRARIAN I

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for basic level librarian duties. Employees in this class are expected to perform specific applications of professional duties under the general supervision of other professional Librarians. Supervision may be exercised over Library Assistants, Clerk, Pages and Volunteers. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Provides reference and reader's advisory services and instruction to library users;

Recommends, plans, implements, and promotes new types of services based on patron needs;

Performs collection development by recommending titles for purchase and/or deletion;

Plans and implements library programs for adults or children;

Assists with on-line database searches;

Serves as liaison for library services to community groups;

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 by reading professional materials;

Assists in writing and implementing grants.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern principles and practices of library science;

Good knowledge of on-line database systems;

Good knowledge of Integrated Library System Functions;

Ability to work as part of a team as well as independently;

Good knowledge of collection development practices;

Good knowledge of modern library organization;

Skill and accuracy in the performance of technical library tasks;

Ability to carry out library policies and procedures;

Ability to read and comprehend library literature and research;

Ability to supervise the work of others;

Tact and courtesy in dealing with staff and public;

Excellent written and verbal communication skills;

Knowledge of computers, software applications and emerging technologies.

LIBRARIAN I (Continued)

MINIMUM QUALIFICATIONS:

- A. Masters Degree in Librarianship from a library school that is accredited by the American Library Association or registered by the New York State Education Department; AND
- B. Eligibility for a New York State Public Librarian's professional certification at time of application with possession of certificate at the time of appointment. Certification must be maintained in good standing throughout tenure of appointment.

Jurisdiction Class	Competitive
Civil Division:	Penn Yan Public Library
Adopted by YCCSC:	03/04/1980
Rev. YCCSC:	04/06/1998
Revision by PO:	05/13/2014

