

CITY OF GLENDALE

TITLE:	Librarian I	CLASS CODE:	411
REPORTS TO:	Library Manager or Librarian III	GRADE:	23
DEPARTMENT:	Library	FLSA:	E

JOB SPECIFICATION DATE: July 1, 2005 bwg

JOB SUMMARY

Performs professional library services in a division or functional area of the library. Functions as supervising librarian on weekends, evenings, and as necessary.

ESSENTIAL FUNCTIONS

1. Provides reference services and readers advisory to the public and other departments and agencies.
2. Directs, instructs, and assists patrons and city employees in the use of library reference tools, on-line computer catalogs, electronic databases, and other resources.
3. Formulates search strategies and performs on-line computer searches; assists patrons with research strategies; assists students with research topics.
4. Plans, organizes, and conducts activities and programs within a library department; develops and implements promotion for the programs.
5. Selects new materials for the library collection; provides direction regarding the classification of new materials in the collection.
6. Coordinates the collection for assigned areas of the library.
7. Evaluates donated and damaged materials for disposition.
8. Researches and compiles research information on request; develops annotated bibliographies, indices, and study guides.
9. Participates in the development or revision of library policies and procedures.
10. Enforces library policies, procedures, and regulations with patrons.
11. Creates, catalogs, classifies, and edits marc records for local and international databases.
12. Conducts library tours, makes presentations to school and community groups both on and off site.
13. Participates in the training and supervision of staff and volunteers.
14. Participates in the evaluation of library collections and the development of long-term library goals and strategies.
15. Functions as supervising librarian as needed.
16. Represents the library at professional conference and meetings.

SECONDARY FUNCTIONS

17. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

- Basic principles and procedures of professional library work, including methods, practices, and techniques of library classification, cataloging, and references
- Professional library theories, issues, and trends
- Principles and techniques of library materials selection, including standards and procedures
- Computerized cataloging, bibliographical, and circulation system databases
- Basic reference tools and services
- Standard bibliographic sources, the on-line cataloging databases, and verification tools
- Automation and electronic resources used in a library
- Archives and records management issues and trends (by assignment)
- Materials and services available in public libraries
- Professional library publications and the literature of librarianship

Ability to:

- Assist with selection, training, scheduling, supervising, and evaluating contracted staff and volunteers
- Communicate with, and respond pleasantly to, a demanding and diverse public
- Work well with children, teen, and adult patrons
- Remain calm and efficient under pressure at the public service desk
- Communicate clearly and concisely, both orally and in writing
- Locate obscure and specialized materials from nonstandard sources
- Exercise initiative in the improvement, development, and conduct of library programs independently
- After some initial guidance and instruction, develop professional expertise in selected subject areas and library system operations

WORKING CONDITIONS

Frequent lifting or moving of library books. Exposure to potentially hostile persons or situations.

MINIMUM QUALIFICATIONS

Master's degree in library science from an American Library Association accredited University.

Any equivalent combination of training, experience, and education that provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS

Required to work evenings, weekends and holidays

Special Note: Progression from Librarian I to Librarian II may be achieved through a noncompetitive criteria-based promotional process. The employee must be employed a minimum of 24 months as a Librarian I, meet work standards, and demonstrate the level of competency necessary to independently perform professional tasks typically assigned to a Librarian II.