

Job ID	L292	Librarian I	Pay Class / Freq . . .	S / B
Job Group	PROF	Professional	Pay Grade/Step . . .	P02 /
Benefit Group . .	NCSE	NON CIVIL SERVICE EMPLOYEES	FLSA Exempt Y/N . . .	N
Union Code . . .			Evaluation Method . . .	PR
EEO Job Cat. . . .	002	Professionals	Evaluation Date . . .	06/13/97
Workers Comp . .	8838 /	Libraries/Museums w/Clerical	Evaluation Points . . .	355

General Summary

Performs professional level duties to assist library patrons and maintain library collection of materials. Machines and equipment used are computer, standard office equipment, microfiche/microfilm readers and handcarts.

Performs job duties in a way that promotes a positive image of the City organization and the department; demonstrates effective interpersonal skills and delivers exemplary customer service.

Principal Duties

It is an essential function of this classification to report for work ready to perform the duties required of the position. The following is intended to be descriptive of the principal duties of a class of positions. A specific position may:

1. Answer questions from library patrons; assist in locating materials; and instruct patrons in the effective use of library equipment and resources.
2. Use computer systems and microfilm to find lending locations.
3. Assist paraprofessional and clerical staff in circulation as needed.
4. Select, order, classify, and catalog library materials; maintain records of money spent for materials.
5. Review current literature of library and publishing companies to keep abreast of available materials, programs, and library procedures.
6. Plan and conduct programs for children and adults.
7. May supervise paraprofessional or clerical staff.
8. Perform related duties as required.

Supervisory Relationships

The incumbent may supervise clerical employees.

Control of Actions

Incumbent has freedom to select work methods and set priorities. Incumbent has authority to spend funds to purchase library materials within available funds. Incumbent works within established policies, procedures, or accepted library practices.

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Contact with Others

Incumbent has regular dealings with citizens to answer questions, provide information, and assist in using library resources.

Working Conditions

The incumbent typically works in the public areas of a library at a desk or counter. The incumbent may work in an area not open to the public.

Education

Completion of a master degree in library science.

Experience

No specific experience required. Any combination or relevant education and experience which provides the following knowledge, abilities, and skills:

Knowledge of

Principles and practices of library science; computer applications related to library functions.

Ability/Skill to:

Effectively provide customer service to library patrons; evaluate, acquire, and properly catalog library materials; develop and implement library programs; operate computer and software.

Physical Requirements

1. Ability to occasionally lift up to 25 pounds.
2. Ability to occasionally carry up to 25 pounds.
3. Ability to frequently stand and walk.
4. Ability to occasionally kneel.
5. Ability to frequently pull or push objects.

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Physical Requirements

- 6. Ability to frequently rotate upper trunk to right or left while sitting or standing.
- 7. Ability to frequently reach above, at, or below shoulder height.
- 8. Ability to frequently handle objects.
- 9. Ability to frequently crouch or stoop.

Date Written/Revised

7/15/96

Occup Employment Code

Occup Cat

25-4021

Librarians