

# **LIBRARIAN I**

## **County of Tulare**

### **DEFINITION**

To perform professional library work, including reference, readers advisory, collection selection, programs, and other duties in an assigned area of responsibility.

### **DISTINGUISHING CHARACTERISTICS**

This is the entry level position in the Librarian series. A Librarian I is expected to perform a wide variety of general professional librarian duties and specialized work in an assigned area with direct instructions or assistance. Adequate performance at this level requires knowledge of library and customer service, collection selection, library programs, initiative and problem solving, and progress toward the possession of the required Master's degree.

### **SUPERVISION RECEIVED AND EXERCISED**

General supervision is provided by a Librarian III or designee. Responsibilities may include assisting in the supervision of volunteers or interns.

### **DUTIES**

Plan, organize, and supervise assigned area or branch library.

Assist with supervision and training of staff and volunteers.

Work independently and as part of assigned teams.

Prepare a variety of correspondence, grants, reports, surveys, and statistics.

Research and implement library programs and services.

Stay up to date on library programs and services.

Work with the county, community groups, schools, and other resources for the library.

Respond to inquiries from the public and others regarding library services.

Provide information to public in groups and one-on-one to train, present, and promote library services.

Provide internal trainings and assist in developing training materials.

Select and manage collections as assigned.

Assist with various projects.

Participate in ongoing training on supervision and library professional work.

**Essential job duties may be assigned that are not listed above but are relative to this job classification.** (Reasonable accommodation will be made when requested and determined by the County to be appropriate under applicable law.)

### **MINIMUM QUALIFICATIONS**

Minimum qualifications are used as a guide for establishing the education, training, experience, special skills and/or license which are required and equivalent to the following.

**Knowledge of:**

- Basic library practices, policies, and procedures.
- Library and customer services practices, tools, and trends, including reference and reader's advisory.
- Public relations, publicity, and outreach.
- Library resources to provide programs, select collections, catalog and classification, library technology, and integrated library systems.
- Library networks, databases, and resources.
- Basic grant resources.
- Office and library software, computers, and equipment.

**Skill/Ability to:**

- Work independently and as part a team.
- Work and communicate effectively with people of various educational and socioeconomic backgrounds by respecting beliefs, interpersonal styles and behaviors of both clients and co-workers.
- Provide service to patrons and staff in a professional, patient, tactful, and courteous manner.
- Operate standard office and library equipment, computers, and software.
- Manage, monitor, and coordinate work assigned.
- Research and stay up to date on library programs and services to meet the needs of the public.
- Implement, interpret, and explain rules, regulations, policies and procedures to patrons and staff.
- Correctly interpret information and take appropriate action.
- Contact and work with community groups and other organizations.
- Assist with the preparation of a variety of correspondence, grants, reports, surveys, and statistics.
- Collect and organize information, establish facts, draw valid conclusions, and make appropriate recommendations.
- Establish priorities and set goals and objectives.
- Adjust to workload changes and work effectively under stress to meet deadlines.
- Provide, plan, and prepare presentations to train and promote library services.
- Retain and recall information.
- Write clear, concise, and grammatically correct documents.
- Read and understand verbal and written instructions and information, both general and technical, and convey clearly to others.
- Establish rapport and an effective working relationships with staff and the public.
- Assist in creating and providing training and instruction for library patrons and staff in use of the library, including library practices, policies, and procedures.
- Recognize and maintain confidentiality of information in compliance with laws and department regulations.
- Work to maintain a cohesive team-oriented environment.

**Education:**

- Enrollment in or graduation from an American Library Association accredited college or university with a Master's degree in Library and Information science or equivalent field of study.

**Experience:**

- One (1) year of experience as a library paraprofessional providing direct patron service.

**License or Certificate:**

- Possession of, or ability to obtain, an appropriate, valid, California driver's license.

[Librarian I] Job Code: 028610, Res:-93-0569, Updated 6/93; rev. 0507

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Supplemental Information

Overtime Status: Eligible

Probation: Six (6) Months

BU: 03