

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: LIBRARIAN I

TITLE #: 1383

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing entry-level professional librarian duties. Employees in this class are assigned work that involves the specific application of professional training to the performance of library duties. Assignments become progressively more difficult as their experience in the field broadens. Work is performed under the general supervision of the Library Director. Supervision may be exercised over subordinate personnel in particular tasks. Does related work as required.

TYPICAL WORK ACTIVITIES:

Answers reference questions and provides advisory/guidance services to library users and instructs public in the use of library resources;

Compiles bibliographies;

Performs basic cataloging and classification techniques;

Performs on-line database searches and search training;

Assists in formulating policies for assigned areas of responsibility;

Assists in the selection and acquisition of library materials;

Organizes and maintains information files;

Designs and produces public relations and library instruction materials;

Plans and determines methods for the preparation, care and physical upkeep of assigned materials;

Supervises the work of clerical, paraprofessional and volunteer personnel in assigned tasks;

Assists in the administrative function of the library;

Keeps informed of professional developments through attendance at professional organizations, meetings, workshops, continuing education courses and reading professional journals;

May conduct book talks, multimedia programs, story hours and activities with community groups.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of principles and practices of library science; good knowledge of library materials and techniques; good knowledge of bibliographic tools and sources; good knowledge of modern library organization, procedures, policies and methods; good knowledge of library on-line data base systems; ability to express ideas clearly and concisely; ability to comprehend readers' ideas; initiative in making constructive suggestions for improvements in services and collections; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: A Master's degree in Library Science or Library Information Science from a college or university accredited by The American Library Association or by the New York State Board of Regents to grant degrees and possession of a current New York State Public Librarian's professional certificate at time of application.

JURISDICTIONAL CLASSIFICATION: Competitive; Non-competitive if part-time in special districts.

ADOPTED: 1/21/81

REVISED: 4/29/93

REVISED: 3/27/96

REVISED: 1/24/01 MS

REVISED: 11/25/03 ms

REVISED: 1/06/11 dr