

Classification Title: Librarian I

FLSA Status: Exempt

BRIEF DESCRIPTION: Assists library patrons with professional services. May specialize in one area of the library by performing one or more of the following functions or tasks: Maintains collections, collects and distributes reference materials, researches questions, compiles reading lists, maintains a section of the library or provides technical support for systems and data.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	M	Assists library patrons in locating books, research and reference materials by providing information on the collection, available databases or other libraries within the system. Answers reference questions and provides additional information about electronic resources.
2	S	Assesses program needs and prepares and presents specialized library programs and related materials which could include topics of special interest or children’s reading programs.
3	S	Reviews sources and recommends materials and books to add to the collection. Selects materials based on community needs and interests and determines the books and materials which should be deleted from the collection.
4	L	Coordinates off-site visits which could include a bookmobile or visits to schools or community organizations.

CLASSIFICATION REQUIREMENTS:

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Education	Master’s degree in Library Science (MLS).
Experience	No experience required.
Equivalent Education & Experience Accepted?	No
Certification and Other Requirements	A valid driver's license and a “safe” driving record may be required (dependent on specific job and travel requirements).

CLASSIFICATION REQUIREMENTS	
Reading	Advanced
Math	Intermediate
Writing	Intermediate
Managerial	Receives Limited Direction.
Budget Responsibility	Has no budget responsibility.
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
Interpersonal / Human Relations Skills	Work requires frequent and regular contact with others in a direct reporting relationship and may involve contact with others outside of the direct reporting relationship. The purpose of the contact is to address specific issues and/or general policies. Contact may involve support of controversial positions or the negotiation of sensitive issues.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium	X	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.		Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Bins, carts, audio-visual equipment, cash registers, computers, printers and related software

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	Other (see 2 below)

(1) N/A

(2) N/A

PROTECTIVE EQUIPMENT REQUIRED:

None.