



JOB DESCRIPTION

REFERENCE LIBRARIAN

DEFINITION

Under general supervision of Principal Librarian or the Senior Librarian, plans, conducts, and participates in activities of a specialized library function such as reference, children's services, technical services or a combination of these functions; performs complex professional and technical library work.

CLASS CHARACTERISTICS

This is the entry level class in the librarian series; employees in this class perform the full range of professional librarian duties as assigned; the class is distinguished from the Senior Librarian classification by the level of responsibility assumed, the complexity of the duties assigned and the specialized knowledge of the principles, concepts and work practices of librarianship required of the Senior Librarian.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

1. Participates in the reference, information and readers' advisory services function; assists and instructs patrons in the use of reference resources including accessing and retrieving information utilizing current electronic technologies; provides orientations and instructional workshops for patrons in using the library including electronic resources.
2. Participates in collection development; organizes and maintains informational files and index materials.
3. Prepares bibliographies, pathfinders and user guides to assist patrons.
4. Participates in the acquisition, retention, discarding or special handling of library materials.
5. Participates in the preparation and presentation of, and attends workshops and training for staff development.
6. Responds and resolves citizen inquiries and complaints.
7. Participates in compiling of library activity reports and statistics.
8. Assists in the development and implementation of special programs and services.
9. Assumes responsibility for departmental activities in the absence of supervisory staff.
10. Performs related duties as assigned.

When assigned to children's services may also:

1. Advises children and parents in locating and choosing appropriate materials; advises children and teachers in choosing materials for children of all ages.
2. Participates in the development of the children's collection.



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3. Participates in the development and implementation of a variety of library-related educational programs and activities for children including story hours, summer reading program, after school programs, library tours, instructional classes in the use of library resources, and cooperative programs with schools, teachers and child-centered organizations.
4. Develops and prepare promotional materials and publicity for the children's section; makes school and community organization visits to promote the Library.

When assigned to Technical Services also:

1. Performs a wide variety of technical duties such as cataloging and classifying materials into the online database. Performs original cataloging into the online database, which conforms to national standards.
2. Supervises and oversees copy cataloging and processing of library materials.
3. Coordinates and works with vendor(s) in providing contract cataloging and processing services.
4. Without additional compensation, employee shall perform such additional acts or duties as the City Manager shall assign.

QUALIFICATIONS/GUIDELINES

Education and/or Experience

A Librarian shall possess a Master of Library Science or an equivalent degree from an American Library Association (ALA) accredited college or university; some work experience in a public library and with electronic information systems is highly desirable.

Knowledge, Skills and Abilities

Knowledge of principles and practices of professional library work including methods and techniques of library reference, technical and children's services in an electronic information environment; general reference methods, techniques and sources used in library work; principles, techniques and procedures in cataloging, indexing, classifying and organizing library materials; library materials selection standards.

Ability to interpret reference sources and methods; compile and classify informational materials; apply library materials selection standards and policies; plan and conduct activities and operations of specialized library functions; interpret city and library policies, procedures and services; communicate clearly and effectively, both orally and in writing; establish and maintain cooperative working relationships with those contacted in the course of work.

SPECIAL REQUIREMENTS

Possession of, or ability to obtain an appropriate California driver's license and a satisfactory driving record.

ESSENTIAL ELEMENTS

Physical Demands

Sitting, walking, reaching, grasping, lifting, manual dexterity, clear speech-complex, clear-seeing, and driving (car).



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Stress Factors

Some pressure in assisting the public. Ability to interpret and explain actions to the public and supervisor.

Work Environment

Considerable work with the public and with staff; verbal contact, face-to-face and telephone.

Mental Requirements

Reading complex, writing complex, analyzing, perception/comprehension and judgment.

Equipment

Computer, keyboard, printer CD-ROM, telephone, calculator, photocopier, micrographic equipment and automated circulation equipment.