



JOB DESCRIPTION

LIBRARIAN (PT/Substitute*)

DEFINITION

Under general supervision of the Principal Librarian and 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; performs related duties as required.

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. Advises children and parents in locating and choosing appropriate materials.
5. Develops and implements a variety of library-related educational programs and activities for children including story hours, summer reading programs, after-school programs and cooperative programs with schools and teachers.
6. Performs a wide variety of technical duties such as cataloging and classifying materials for the online catalog; participates in the receiving, processing and incorporating materials into the library's collection.
7. Responds and resolves citizen inquiries and complaints.
8. Participates in the compiling of library activity reports and statistics.
9. Assumes responsibility for departmental activities in the absence of supervisory staff.
10. Performs related duties as assigned.



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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 and OCLC 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 REQUIREMENT

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).

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