

## LIBRARIAN

**Title of Immediate Supervisor:** Head Librarian or Senior Librarian  
**Accountable For:** Library Assistants  
**Division:** Pioneerland Library System  
**Department:** Varies  
**FLSA Status:** Non-Exempt  
**Pay Grade Assignment:** 10

### **GENERAL DESCRIPTION:**

Provides technical professional reference and research services and/or children's services to library patrons in locating and utilizing library materials and services in a manner that will effectively meet their needs. This classification differs from Sr. Librarian in that the Sr. Librarian has supervisory responsibility over other Librarians.

### **DUTIES AND RESPONSIBILITIES:**

These examples do not include all possible tasks in this work and do not limit the assignment of related tasks in any position of this class.

- Conducts patron interviews and determines needs/requests for technical professional reference and research services.
- Assists and or manages a reference collection(s) in a community library. Reviews collection for currency, selection removal, appropriateness, and orders new materials. Ensures reference materials are properly displayed and maintained.
- May assume some supervisory responsibility over Library Assistants.
- Searches various professional catalogs and technical indexes to locate information and resources for patron needs. Also reviews Books in Print listings and other databases to determine the existence and availability of specific materials.
- Conducts inter-library loan searches to locate and secure materials outside the Library System in order to meet patron needs. Prepares and processes requests for outside materials.
- Assists patrons in locating books, materials, and equipment within the library including public access computers and related programs.
- Provides professional instruction and training to patrons on the effective use of library facilities, resources, and equipment.
- Assists in maintaining a reference collection(s) at a larger community library. Reviews collection for currency, selection removal, appropriateness, and may order new materials. Ensures reference materials are properly displayed and maintained.
- May develop and distribute library communication materials including program brochures, booklists and web-sites.
- Reviews professional literature, new books, films AV, and other materials. Recommends the purchase of new materials.
- Responsible for developing and presenting adult and children programs.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of and experience in technical professional reference and research methods and techniques.
- Knowledge of alpha and numerical classification systems.
- Ability to coordinate and manage a reference collection in a large community library.
- Ability to effectively work with the general public in responding to needs/requests.
- Strong verbal and written communication skills.
- Skilled in the operation of office equipment such as personal computers, telephone, adding machine, photocopier and fax machines.
- Skilled in planning, developing and implementing children programs.

**MINIMUM QUALIFICATIONS:**

Bachelor's Degree in Library Science and at least two years of directly related work experience; or an equivalent combination of education, experience and training necessary to perform the essential requirements of the job.

**CERTIFICATION OR LICENSING REQUIREMENTS** (prior to job entry):

None

**PHYSICAL REQUIREMENTS:**

Positions in this class typically require: walking, stooping, crouching, reaching, lifting, fingering, feeling, grasping, talking, hearing, and seeing.

**Light Work:** Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Some light lifting and carrying of office materials may be required up to 25 pounds.

**JOB CLASSIFICATION HISTORY:**

Prepared by BCC 5/01

Format revised by haj 1/06

Pay Grade Revision 1/1/15

Pay Grade Revision 7/1/23