

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **LIBRARIAN I (ADULT SERVICES)**

Jurisdictional Class: Competitive
Date Adopted: 08/20/2021
Date Revised:
Jurisdictions: Special Districts
Union Status:
Pay Grade: Varies

DISTINGUISHING FEATURES OF THE CLASS: This is professional work responsible for basic librarian duties with the adult population. Work is performed under the supervision of professional librarians in higher-level positions. Work becomes progressively more difficult as experience in field broadens. Supervision may be exercised over lower-level library support staff. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Provides readers' advisory, reference services and instruction to library users;
Assists patrons with placing holds on Inter Library Loans (ILL) for materials not found in the system;
Performs online searches and conducts search trainings of computer databases;
Instructs public on the effective use of library resources, including online resources;
Plans and conducts tours, book talks, multi-media programs, and other public programs for adults;
Curates library book displays;
Serves as a liaison for outreach activities with community groups or other libraries;
Assists in collection management, including selection and weeding of adult library materials;
Performs original cataloging and classification of library materials and record editing;
Compiles bibliographies;
Designs and produces public relations, promotion and library instruction materials;
Responsible for budget management of program, supplies and acquisitions as relates to position;
Prepares statistical and/or narrative reports, memoranda and correspondence;
Supervises the work of lower-level staff;
Keeps informed of professional developments through participation in professional organizations, system meetings, workshops, continuing education courses and reading professional materials;
May assist in research and preparation of grant proposals, applications and forms;
May serve as liaison to Library committees and Friends of the Library;
May assist with clerical responsibilities;
Does related work as required.

Last Reviewed:
Last Updated:
Reviewed By:
Last Reallocated:

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern principles and practices of library science; Thorough knowledge of online database systems; Thorough knowledge of bibliographical tools and sources; Thorough knowledge of modern library organizations, procedures, policies and sources; Good knowledge of computers, related software, and social media; Ability to work independently and collaboratively with staff and the community as well as establish and maintain good working relationships; Ability to prioritize; Ability to comprehend users' needs quickly and accurately both orally and in writing; Ability to lift objects such as books, supplies and files; Ability to perform technical library tasks; Accuracy, tact and courtesy in dealing with staff and the public.

MINIMUM QUALIFICATIONS:

Possession of a master's degree in Library Science, Information Science, or Library & Information Science from a school accredited by the American Library Association;
and

Possession of a current New York State Public Librarian's Professional Certification;
and

A minimum of one (1) year of full-time, paid experience in a library setting.

Last Reviewed:
Last Updated:
Reviewed By:
Last Reallocated: