

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: LIBRARIAN I
DEPARTMENT: LIBRARY
REPORTS TO: ASSISTANT COUNTY LIBRARIAN OR BRANCH LIBRARIAN
CIVIL SERVICE: YES

CLASS CODE: 8006
FLSA STATUS: N
DATE: 6/06
BARGAINING UNIT: SEIU

JOB SUMMARY AND DISTINGUISHING FEATURES:

Under supervision, provides entry-level professional library services to the public who utilize the County Library System, including reference and general assistance.

DISTINGUISHING CHARACTERISTICS:

Librarian I is the entry level in the professional Librarian series, and is designed to provide incumbents with the experience and training necessary to provide library program services at the journey level with a minimum of supervision. Librarian I may be assigned to children's services, adult or young adult reference services, cataloging. Incumbents may not hold permanent status at this level, and must demonstrate, during the one-year probationary period, mastery of the competencies required to function at the journey Librarian level.

SUPERVISION EXERCISED:

Exercises no supervision. May train staff and/or volunteers.

EXAMPLES OF DUTIES: *Duties may include but are not limited to the following.*

- Provide reference service, assist patrons in locating materials utilizing both traditional and on-line sources; advise and/or recommend titles when appropriate, answers questions and requests for information about library policies and services.
- Utilize computerized cataloguing system to research patron requests and place holds on library materials; provide guidance to patrons pursuing complicated information; develop search strategy as appropriate, demonstrate use of on-line catalog.
- Recommend purchase of books based on reviews, catalogs, bibliographies for reference collection, business, economic, finance, publishing and authorship, and other specialties.
- Monitor book collection; weeds out-dated or damaged books; identify books that require repair, and send to book mender.
- Locates and supplies requested hold-list books.
- Participate in the promotion of the library services through public relations, publicity, endorsement of library events, marketing, community awareness drives, fundraising and other activities.
- Explain policy relating to donation of books or money; encourages the public to support the library.
- Perform other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer(s)	Typewriter	Copy Machine	Micro-Film Reader/Printer
-------------	------------	--------------	---------------------------

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Master's degree in Library Science.

Licenses and Certifications:

None

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Principles and practices of modern library science, cataloguing systems, terminology, technology and management.
- Standard reference materials, information sources and research techniques.
- Principles and practices of public relations and customer service.
- Appropriate literature, both current and forthcoming in area of assignment.

- Electronically based information systems related to library operations and services.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- Community interests and needs.
- Record keeping, report preparation, filing methods and records management techniques.

Skill in:

- Using tact, discretion, initiative and independent judgment within established guidelines.
- Using a computer terminal to accurately and rapidly enter and retrieve data and information.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
- Communicating clearly and effectively, both orally and in writing.

Mental and Physical Abilities:

- Ability to provide reference assistance to the public.
- Ability to provide effective service and communicate with patrons and staff.
- Ability to analyze problems and find solutions.
- Ability to read information from a computer and enter data into computer.
- While performing the essential functions of this job the employee is regularly required to stand, sit, walk, use hands to finger, handle, or feel, reach with hands and arms, stoop, kneel, crouch, or crawl, lift and/or move up to 10 pounds, and speak and hear. While performing the essential functions of this job the employee is occasionally required to lift and/or move up to 40 pounds.

Working Conditions:

- Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust. The incumbent's working conditions are typically moderately quiet.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.