Librarian I

Title Code: 2403SM

DEFINITION

Under general supervision, incumbents are responsible for performing professional library work in a variety of areas of discipline, and implementing and organizing library programs.

The Librarian Occupational Series includes the following classifications:

Librarian I (2403SM)
Librarian II (2404SM)
Librarian III (2405SM)
Librarian IV (2406SM)

CLASS CHARACTERISTICS

The Librarian I is the entry-level classification in the Librarian Occupational Series. Incumbents are responsible for performing professional librarian work in any of the following areas: adult services, children's services, teen services, literacy and technical services. The Librarian I oversees duties such as readers’ advisory, reference services, materials selection, acquisitions, children’s and young adult services, cataloging, collection development, information technology services and implementing library programs. Incumbents interact on a consistent basis with library patrons to provide support and information. The Librarian I must possess well-defined knowledge of library functions and services and have the ability to apply established library rules, procedures, and practices to resolve issues. Incumbents must also possess the expertise to use current technology to perform librarian duties and have an understanding of the public and technical aspects of professional library services. The Librarian I works under the administrative and technical supervision of higher-level librarians. Incumbents may function in a supervisory role over library staff and in the absence of higher-level librarians.

The Librarian I is distinguished from the Librarian II in that the latter may manage a Tier 1 or Tier 2 library or act as the assistant manager of a Tier 4 library.

Libraries are categorized into Tier 1, 2, 3 or 4, according to a Library Grouping System (LGS).

EXAMPLES OF DUTIES

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in this classification. Specifications are not intended to reflect all duties performed within the job.*

1. Assist library patrons by shelving and locating library materials, checking materials in and out, issuing library cards, providing information, answering difficult questions, assisting with library technology, maintaining the branch cash drawer, and handling monetary transactions.
2. Evaluate library materials, order and manage library supplies, catalog library materials, conduct online searches, and maintain the online library catalog.
3. Serve on OC Public Libraries system-wide committees to develop library programs and services.
4. Work in collaboration with vendors to initiate new contracts, maintain current contracts, initiate purchases, develop scopes of work, and enact contract modifications.
5. Utilize the Integrated Library System (ILS) to initiate orders, make modifications, answer inquiries, create and modify vendor profiles, create ordering reports, and make any necessary records corrections.
6. Market, promote, and maintain public relations for library programs by creating branch displays and other promotional material and by developing social media content for OCPL Community Relations.
7. Maintain statistical records and prepare reports as assigned.
8. Monitor, track, and maintain the library budget to ensure that fiscal year spending targets are achieved.
9. Evaluate community needs, plan, and conduct a variety of outreach and special interest programs to serve the community.
10. Assign duties, establish work procedures and schedules, and review the work of subordinate library staff and volunteers.
11. Provide subordinate staff and volunteers with training and guidance in the procedures and practices of a public library.
12. Maintain familiarity with current library issues, trends, and practices through professional journals and continuous training.

MINIMUM QUALIFICATIONS

Knowledge of

- Best internal and external customer service practices
- Procedures and practices of a public library
- Business English and standard office methods and equipment
- The Integrated Library System (ILS) and its functions
- Computer terminology and advanced troubleshooting techniques
- Library classification systems and collection development
- Electronic reading devices usage and troubleshooting
- Principles and techniques used in bibliographic research and reference interviews
- Principles and techniques of selection, placement, supervision and library staff training

Ability to

- Establish and maintain cooperative relationships with the public
- Perform basic mathematical computations
- Communicate effectively both orally and in written correspondence, using proper grammar and language skills
- Provide individual and group instruction
- Work effectively with representatives of outside agencies/departments in developing professional relationships
- Effectively interact and maintain a professional demeanor when interacting with the public in a variety of complex situations

Education and Experience

A Master of Library Science degree or a Master of Library and Information Science degree or equivalent from an American Library Association (or similar foreign agency) accredited college or university.
AND

One year of work experience in a library environment that demonstrates the possession of the required knowledge and abilities.

*License/Certification*

Possession of a valid California Driver's License, Class C or higher, may be required depending on assignment.

**PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS**

*Physical and Mental Requirements*

Frequent walking, standing, sitting, kneeling, squatting, twisting, and bending at the waist. Ability to hear well enough to communicate clearly and understandably in person to individuals and groups and take direction. May be required to lift or carry up to 25 pounds. Vision sufficient to read standard size text at distances over 20 feet. Manual dexterity to hand write and use a computer keyboard and mouse. Ability to stand or sit for prolonged periods. Ability to operate office equipment requiring repetitive hand movement and fine motor coordination. Ability to independently reason and analyze data, and to reach objective conclusions. Ability to successfully and collaboratively work with other individuals.

*Environmental and Working Conditions*

Essential functions require sufficient physical ability and mobility to work primarily in a library setting around machinery with stationary or moving parts. Ability to deal with emotional and/or adverse reactions on a daily basis while maintaining a calm demeanor. May be subject to moving objects or vehicles, fumes and gases, and intense noise levels. May be required to drive a County vehicle or use County-approved means of transportation for job-related travel.

**CLASS HISTORY**

Established: 09/28/2018 (Replaces Librarian – 2532GE)