

CITY OF SALINAS

LIBRARIAN I

BARGAINING UNIT/CLASS CODE:
SMEA/26.6031

DEFINITION

To perform a variety of professional librarian duties including reference and information, cataloging, children's, young adult or adult programs and services in the Library and Community Services Department.

DISTINGUISHING CHARACTERISTICS

This is the entry-level class in the professional library series and is distinguished from the II level by the limited range of duties performed.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from higher-level library positions. May exercise functional supervision of lower level staff and volunteers.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Assist in the development and implementation of programs, services and events in areas of responsibility. Those may include children, young adult, adult, Bookmobile and/or Snappymobile, technology/innovation, local history and reference services. Serve as the Children's and/or Young Adult Librarian; organize market, promote and implement programming for children's and/or young adults' activities. Assist in preparing program budget. Prepare and conduct story times. Serve at reference desk; research and respond to difficult or technical reference questions. Assist library patrons using computers, self-check machines, etc., and demonstrate the use of library catalogs and other reference tools. Perform outreach and speak to school classes to promote library services. Conduct tours of the library. Catalog and classify books and other library materials. Compile subject bibliographies. Maintain and update bibliographic files. Review new publications and collection materials and make recommendations on material for acquisition and/or disposition, as appropriate. Compile program monthly report and statistics. Functionally supervises lower-level staff and/or volunteers as assigned. Promote and maintain safety in the work place. Perform related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, business machines and related equipment; vision sufficient to read printed materials and distinguish colors; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop, climb and reach overhead; physical mobility sufficient to move about the work environment, physical strength to lift up to 25 lbs; may occasionally lift up to 40 pounds of library materials; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

WORKING CONDITIONS

Business office working environment subject to sitting for prolonged periods of time, and occasionally standing at a counter for long periods of time, bending, crouching, or kneeling at files and shelving units; reaching in all directions and prolonged periods of time working at a computer terminal.

**CITY OF SALINAS
LIBRARIAN I (continued)**

QUALIFICATIONS

Knowledge of:

Principles and practices of professional library work including methods, practices, and techniques of library classification, cataloging and reference activities. Reference methods, techniques, and sources used in library work. Principles and practices involving operation of specialty areas including children, young adults or reference services. Materials and services available in public libraries.

Ability to:

Provide contemporary library programs and services including technology and social media communications. Assist library patrons responding to reference and related library questions. Establish and maintain cooperative working relationships with the public and staff. Deal courteously and tactfully with public. Communicate clearly and concisely, orally, in writing and in an online environment. Develop and implement programs in assigned specialty area. Learn departmental practices and procedures. Effectively organize workload.

License or Certificate:

Possession of a valid California Driver's License.

Education and Experience:

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties would be a Bachelor's degree plus two years of paraprofessional library experience which included program design and implementation or collection development work or a Master's degree in Library and Information Science from a school accredited by the American Library Association and one (1) year of paraprofessional library experience or experience in an educational or non-profit organization.

Reviewed  _____
Department Director

Approved  _____
Human Resources Officer

Approval Date 6/15/17

**ORIG: 2-84, REV: 2-94, REV: 02-06
REV: 09-12, REV: 5-17**