

LIBRARIAN I

JOB DESCRIPTION

Classification Responsibilities: A Librarian I is responsible for the application of the full scope of basic professional library knowledge and techniques. Employees perform the more routine tasks and duties assigned to positions within this entry-level classification, including application of fundamental library science principles and practices. Responsibilities may include one or more of the following: developing and presenting children's programming, outreach, social media and digital literacy, and other community building services. Work is performed in accordance with established policies and accepted library practices and procedures. This class performs related duties as required.

Distinguishing Features: Depending on assignment, supervision may be received from a Librarian III, or Branch Coordinator, who reviews work through conferences, meetings, reports, and results achieved. Night and weekend work is required. This class is FLSA exempt-professional. (Part-time employees in this class are FLSA nonexempt).

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Graduation from an American Library Association (ALA) accredited school with a Master's Degree in Library Science (MLS).

Special Requirements. None.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. None.

ESSENTIAL FUNCTIONS

One position may not include all of the essential functions, knowledge and abilities listed, nor do the listed examples include all the knowledge and abilities which may be found in positions of this classification.

Communication: Communicates with patrons, the general public, other City employees, volunteers and/or school personnel in order to determine patron needs, provide desk coverage for reference interviews and reader's advisory, and identify appropriate materials to meet the patron needs. Provides information and/or assistance in locating community resources and reference sources outside the library when necessary.

Manual/Physical: Operates a variety of standard office and library equipment. Requires bending, reaching (up to 7 feet high), and lifting to retrieve and reshelve books and materials from shelves and carts. Inspects books to determine condition and quality, which may require moving carts of books and library materials weighing up to 150 pounds. Conducts story hours, book talks, training classes, group library tours, school visits, and other outreach activities (*by assignment*).

Monitors the behavior of patrons using the facility to spot potential safety or social problems (example: climbing on shelves, fights, misuses of facility, etc.).

Mental: Supervises volunteers and prioritizes work based upon job standards. Prioritizes own work including arranging for programs and promotional materials. Analyzes available library resources in order to make recommendations regarding collection development and maintenance. Comprehends and makes inferences from books, magazines, professional journals, and computer printouts in order to analyze the collection and do reader advisory, order books, implement programs, and answer patron questions. Assesses and assigns priorities to patron questions, demands, and problems when confronted with several at the same time. Evaluates the reading levels of materials. Selects juvenile fiction, nonfiction, and audio-visual materials as assigned. Provides retrospective collection development and collection maintenance in the subject areas assigned. Performs one or more specialties related to program development, such as coordinating preschool story hour sessions, organizing a movie series, and/or supervising the summer reading program and cultural programs (*by assignment*). Maintains awareness of current professional issues and developments.

Knowledge and Abilities:

Knowledge of:

the basic principles and procedures of professional library work, including methods, practices, and techniques of library classification, cataloging, and references;
professional library theories, issues, and trends;
the principles and techniques of library materials selection, including standards and procedures;
computerized cataloging, bibliographical, and circulation system databases;
basic reference tools and services;
standard bibliographic sources, the on-line cataloging databases, and verification tools;
automation and electronic resources used in a library (*by assignment*);
principles, training methods and techniques used in current training field practices (*by assignment*);
curricula design and methodologies (*by assignment*);
archives and records management issues and trends (*by assignment*);
materials and services available in public libraries; and
professional library publications and the literature of librarianship.

Ability to:

assist with selection, training, scheduling, supervising, and evaluating contracted staff and volunteers;
communicate with, and respond pleasantly to, a demanding and diverse public;
work well with children, teen, and adult patrons;
remain calm and efficient under pressure at the public service desk;
communicate clearly and concisely, both orally and in writing;
locate obscure and specialized materials from nonstandard sources;
develop, schedule, and conduct training related to automation and electronic resources in a library (*by assignment*);
develop materials and training and user aids (*by assignment*);
work with staff to determine the need for new and updated classes (*by assignment*);
create a newsletter to notify staff of changes in software, searching tips, etc. (*by assignment*);
provide training as requested by community groups (*by assignment*);

network and establish close working relationships with the Mesa Historical Society, the Chamber of Commerce, various historical groups, businesses, schools, and non-profit agencies (*by assignment*); exercise initiative in the improvement, development, and conduct of library programs; and independently, after some initial guidance and instruction, develop professional expertise in selected subject areas and library system operations.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included do not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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TC/rb/co

CS4263.DOCX (Full-time) PAY GRADE: 46

CS4264 (Part-time) PAY GRADE: 46

EEO-Prof IND-8810

JOB FCTN-ADM SWORN-No

INCREMENTS 62-200