

COUNTY OF SOLANO

LIBRARIAN (ENTRY)

DEFINITION

Provides general library services encompassing reference, reader advisory and library materials selection activities to meet the general information needs of the public.

CLASS CHARACTERISTICS

This class is the entry level of the Librarian series, providing entry into the professional Librarian series. Incumbents learn library operations procedures and policy and gain public reference and materials selection experience. This class is distinguished from the Librarian in that the latter is the fully qualified professional level.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Supervising Librarian.

Exercises no supervision

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

Researches and answers reference questions either directly or via telephone or computer; suggests titles of interest in subject areas indicated by patrons; instructs and assists in use of reference and general library resources; compiles bibliographies and webliographies as requested.

Maintains library collections of books, documents, audiovisual and other materials; selects materials for addition to the collection in assigned fields or subjects and weeds the materials collection; catalogs and classifies materials as needed.

Plans and conducts programs for children or adults to encourage use of library materials; conducts class visits and maintains relationship with schools; may carry out special projects involving library promotion and outreach activity; may assist in facility maintenance.

Performs various administrative tasks in support of the daily operations of the branch; prepares monthly, annual, or special reports; maintains statistics; writes book reviews and other library service related correspondence; attends meetings and workshops.

Use library computer system; troubleshoots computer problems; assists and instructs patrons on use of the computer system.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Practices, procedures and techniques of library science including such phases as general reference, classification, cataloging, acquisition, circulation, collection selection, adult and/or children's library work.

Reader interest levels.

Books and authors.

Major fields of knowledge.

Publisher and dealer practices and methods.

Procedures applicable to the particular operation in which employed.

Automated library search and reference systems.

Skills to:

Utilize and troubleshoot basic office equipment and library equipment including audio-visual equipment and computers.

Ability to:

Learn and apply the practices and policies used to assure quality library services are provided.

Select books and other materials; identify and fill the needs of the community served.

Perform general reference work.

Learn to use and explain the use of libraries resources such as catalogs, guides, and periodicals.

Plan and conduct a children's or adult program.

Communicate effectively both verbally and in writing.

Communicate effectively with people of diverse socio-economic backgrounds, ages and temperaments.

Organize and prioritize work assignments.

Establish and maintain cooperative working relationships with associate and library patrons.

Experience and Education/Training

Experience:

No experience required.

Education/Training:

Possession of a Master's Degree in Library Science from an accredited college or university is required.

SPECIAL REQUIREMENTS

Possession of or ability to obtain a valid Class C California driver's license may be required for some positions

Positions allocated to this class may require special bilingual skills.

SUPPLEMENTAL INFORMATION

Independent travel may be required.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying of objects up to 25 pounds and pushing and/or pulling of objects and materials of heavy weight, occasionally up to 100 pounds. Requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as typing, data entry and/or use of other office equipment.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Requires the ability to work under conditions where exposure to environmental factors poses a limited risk of minor injury or illness.

Director of Human Resources

Established Date: December 1986

Revised Date: June 2002

BOS Date: June 30, 2003