

LIBRARIAN I

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for basic professional and technical library work of routine difficulty and responsibility. Employees in this class are expected to perform specific applications of professional duties under the general supervision of other higher-level librarian and/or a Library Director. Supervision may be exercised over Librarian Assistants, Clerks, Pages and Volunteers. Performs related work as required.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Provides reference and reader's advisory services and instruction to library users;

Performs original cataloging, classification and record editing;

Performs collection development by recommending titles for purchase and/or deletion;

Plans and implements library programs for adults and/or children;

Compiles bibliographies and functions as subject specialist;

Performs on-line database searches and search training;

Serves as a liaison for library services to community groups or other libraries;

Designs and produces public relations and library instruction materials;

Prepares statistical and/or narrative reports, memoranda and correspondence;

Supervises the work of clerical, paraprofessional and volunteer personnel in assigned tasks;

Keeps informed of professional developments through participation in professional organizations, systems meetings, workshops, continuing education courses and reading professional materials.

LIBRARIAN 1**Page 2****FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL**

CHARACTERISTICS: Good knowledge of modern principles and practices of library science; Good knowledge of on-line database systems; Good knowledge of bibliographic tools and sources; Good knowledge of library materials and collection issues for a specific subject area if functioning as a subject specialist; Good knowledge of modern library organizations, procedures, policies, aims and services; Skill and accuracy in the performance of technical library tasks; Ability to perform as a team member in the planning and implementation of automation or other library programs; Ability to think critically to understand the needs of library patrons and groups and to prescribe information or materials accordingly; Ability to carry out library policies and procedures; Ability to read and comprehend library literature and research; Ability to express ideas clearly and effectively both orally and in writing to groups and individuals; Ability to plan, coordinate and supervise the work of others; Ability to carry out assignments independently; Tact and courtesy in dealing with staff and public; Ability to maintain a calm and friendly demeanor with the public under stressful conditions.

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MINIMUM QUALIFICATIONS: Master's Degree in Librarianship from a library school that is accredited by the American Library Association or recognized by the New York State Education Department as following accepted education practices.

(Some universities have renamed their programs and no longer designate the degree as a Masters in Librarianship. Contact the New York State Library's Division of Library Development for assistance.)

SPECIAL REQUIREMENT(S) FOR APPOINTMENT:

Eligibility for New York State Public Librarian's professional certificate at the time of application, possession of certificate at time of appointment.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Last Reviewed: July 26, 1994
Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A

Revised & Replaced in Classplan 7/27/17
Revised and Replaced in Classplan: 4/21/2025 (Edu)