

**City of San Rafael
Job Class Specification**

Job Title: Librarian I/II

SUMMARY

Performs the more difficult and varied professional work in connection with the selection and cataloging of library materials. Serves at the public service reference desk

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Maintains catalog, including specialized cataloging.
- Assists and recommends to the Supervising Librarian policies and procedures relating to library services.
- Trains and supervises staff.
- Serves as reference librarian at the public service desk.
- Utilizes print, multimedia, and on-line library information resources to provide direct reader's advisory and reference service to library patrons.
- Assists library patrons in locating and selecting materials.
- Assists collection development by selecting, weeding and maintaining library collection.
- Prepares announcement flyers and press releases regarding library services and programs.
- Provides outreach to schools, preschools, and parent groups.
- Make presentations regarding services offered by the library.
- Performs related duties as required.

KNOWLEDGE OF:

- Library Services and reference materials; Books and authors; Professional practices and techniques of library science.
- On-line library systems and information resources; and Principles of training and supervision.

ABILITY TO:

- Use on-line resources and personal computers.
- Select books and fill needs of patrons.
- Perform reference and reader's advisory work.
- Use and explain library resources.
- Establish and maintain cooperative relationships.
- Communicate effectively both verbally and in writing.
- Develop and promote special library programs.
- Maintain complex records and prepare reports.
- Make routine arithmetic calculations; and work evenings and weekends.

EDUCATION and/or EXPERIENCE:

Masters in Library Science issued by a college or university accredited by the American Library Association.

Level I is the entry-level position. While no experience is required, it is highly desirable.

Level II is the journey position requiring three years of professional library experience with two years experience in technical services, adult services or children services.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The noise level in the work environment is usually quiet.

FLSA Status: Nonexempt
Prepared By: Nash and Company, Inc.
Prepared Date: January 2001
Approved By: City of San Rafael
Approved Date: October 2001