LIBRARIAN

DEFINITION
Under general supervision, provides materials, assistance and service to the general public seeking information and participates in or conducts special programs in the Library.

TASKS
- Provides materials, assistance and service to the general public seeking information in the Library;
- Assists patrons/public in selection and location of books and materials;
- Researches, reviews, recommends and interprets Library resources;
- Instructs the use of the Library and enforces Library policies and procedures to the public;
- Assists in planning, implements and participates in service programs or projects;
- Prepares Division publicity in the form of bibliographies, press releases, flyers, brochures and calendars;
- Recommends, withdraws, discards, repairs or replaces materials or resources no longer suitable;
- Places Library materials on reserve or on hold;
- Performs reading or story time sessions;
- Conducts reference searches, analyzes patron information requests and refers to other resources.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledgeable of Public Library operations practices and procedures, industry-related information retrieval and delivery systems, emerging technologies related to media, Library collections and services, Library collections, resources and automated systems, and of quality customer service techniques and concepts
- Skilled in utilizing computer databases to research, maintain, and update records and files, instructing the general public in the use of computers and other technical equipment, and in establishing and maintaining productive working relationships
- Ability to effectively communicate verbally and in writing, and to perform essential duties with minimum supervision;
- Proficient in the use of various electronic hardware and software to perform essential job duties.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in an office environment. Work may require frequent standing, walking, bending and lifting up to 50 pounds; May be exposed to repetitive motion and vision to monitor.

QUALIFICATIONS
Masters degree in Library & Information Sciences or closely related field, AND one (1) year experience in a library environment OR an equivalent combination of education and experience.