

Civil Division: Libraries; Schools  
Jurisdictional Class: Competitive  
EEO Category: Professionals  
Revised: 09/28/11

## **LIBRARIAN I**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for basic level librarian duties. Employees in this class are expected to perform specific applications of professional duties under the general supervision of other professional Librarians. Supervision may be exercised over Library Assistants, Clerks, Pages and Volunteers. The incumbent performs related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

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 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, system meetings, workshops, continuing education courses and reading professional materials.

**FULL PERFORMANCE KNOWLEDGE, 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; tact and courtesy in dealing with staff and public.

**MINIMUM QUALIFICATIONS:** Master's Degree in Librarianship (MLS) 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. *(Note: Some universities have renamed their programs and no longer designate the degree as an M.L.S. Contact the NYS Library's Division of Library Development for assistance.)*

**SPECIAL REQUIREMENT:** Possession of a New York State Public Librarian's professional certificate at time of application.

Adopted: 1990  
Revised: 11/02/93, 06/01/97, 09/28/11