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; provides reference service to assist public with questions, advise readers, provide instruction and monitor the use of the catalog system, on-line service, and public access of computers.

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; calculates and compiles Library usage statistics; attends and participates in meetings, workshops, conferences and programs; 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
Knowledgeable of Library and related information retrieval and delivery systems
Knowledgeable of emerging technologies related to media, Library collections and services
Knowledgeable of Library collections, resources and automated systems
Knowledgeable of quality customer service techniques and concepts
Skilled in utilizing computer databases to research, maintain, and update records and files
Skilled in instructing the general public in the use of computers and other technical equipment
Skilled in establishing and maintaining productive working relationships
Ability to effectively communicate verbally and in writing
Ability to perform essential duties with minimum supervision

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.