

LIBRARIAN I

Purpose Statement

The job of Librarian I - CVL was established for the purpose/s of performing library public service which may include age-specific programming and outreach.

This job reports to Branch Manager or Department Head

Essential Functions

- Answers reference questions for the purpose of helping customers.
- Assists in setting department/building action items in support of the Strategic Plan for the purpose of responding to customer needs.
- Contribute to professional or community organizations in our service area, for the purpose of promoting library services.
- Participate on CVL teams, committees, or taskforces for the purpose of contributing to system goals.
- Participates in continuing education by attending meeting and conferences at the local, state, or national level for the purpose of contributing to system goals.
- Partners with the community groups, schools, daycares, senior centers, etc. to provide information and service for the purpose of responding to customer needs.
- Plans and implements age appropriate library programs for the purpose of responding to customer needs.
- Prepares material lists and other finding aids for the purpose of helping customers.
- Provides Reader's Advisory and other customer assistance services for the purpose of responding to customer needs.
- Recommends books and other materials for purchase for the purpose of responding to customer needs.
- Understands and uses principles of marketing and customer service for the purpose of responding to customer needs.

Other Functions

- Daily attendance and punctuality are required for the purpose of ensuring the goals of the work unit can be met.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position for the purpose of ensuring the goals of the work unit are met.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: customer service experience; proficiency in use of internet electronic resources and computer software applications.

KNOWLEDGE is required to perform basic math; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: knowledge of library principles, procedures, terminology, goals and philosophy of library service; and knowledge of purpose and mission of a public library.

ABILITY is required to schedule activities; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: ability to meet, communicate and deal with people effectively; to supervise assistant; perform reference service and materials selection for a public library; and to manipulate stacks of books and similar materials weighing up to 50 pounds and loaded book trucks weighing up to 100 pounds.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; and operating within a defined budget. Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is some opportunity to effect the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 40% walking, and 50% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience within specialized field is required.

Education Master of Library Science or Master of Library and Information Studies

Equivalency Within 6 months of completion and currently enrolled in an ALA-accredited program.

Required Testing

None Specified

Certificates & Licenses

State of Georgia Librarians' Professional Graduate Certificate (5B)
Valid Drivers License

Continuing Educ. / Training

Required criminal fingerprint background check every

Clearances

Criminal Justice Fingerprint/Background Clearance five years

FLSA Status

Nonexempt

Approval Date

1/26/2023

Salary Grade

Band B/Zone2