



CLASS SPECIFICATION

Class Code: 5020
Date Est: 07/1973
Last Rev: 03/2021
Last Title Chg:
FLSA: non-exempt
Probation: 12 months

LIBRARIAN I

DEFINITION

Under general supervision, performs a variety of professional level librarian services in any of the library divisions, such as information services, cataloging, and public services; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A master's degree in library science or library information science from an American Library Association accredited college or university AND one year of full-time paraprofessional library experience; OR a master's degree in any other discipline AND three years of full-time paraprofessional library experience; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

May require a valid driver's license at the time of appointment.

DISTINGUISHING CHARACTERISTICS

This is the first supervisory level in the Librarian class series and is distinguished from the Librarian II in that it does not manage the operations of a library.

SUPERVISION EXERCISED

May exercise direct supervision over staff.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

In the absence of a higher-ranking authority, provide temporary oversight of the facility/division and staff with readily available administrative support.

Assist the public with library transactions and information requests using all available resources.

Supervise staff including training, scheduling, work assignments, work review, performance appraisal, discipline, coaching and development.

Plan, promote, and conduct tours, outreach, classes, and programs on a variety of topics for all generations.

Collect and maintain statistical data and records; prepare summary reports to keep library management aware of patron usage and needs.

Assist with the development, maintenance, and organization of the library collection; assess materials using current professional standards.

Participate in system level committees and meetings that develop policies, procedures, and library services.

May oversee a system-wide project.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Washoe County and Washoe County Library System policies, procedures, methods, and terminology.

Integrated Library Systems automated databases, software, and digital resources.

Knowledge of cataloging and classifying standards.

Development, implementation, and evaluation of multigenerational library services, classes, and programs.

Project management techniques.

Ability to:

Develop a variety of reports and statistics.

Supervise, evaluate, develop, and train assigned staff.

Evaluate priorities, procedures, and processes to determine their effectiveness and efficiency.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

American Library Association philosophy, practices, procedures, and techniques.

Current computer/mobile technologies and use of the Internet.

Principles and practices of management and supervision.

Library cataloging and classification systems.

Library information services, materials, resources, and advanced bibliographic searching techniques.

Ability to:

Plan, prioritize, and manage work to meet expected deadlines.

Interpret and apply regulations, policies, and procedures.

Interpret library policy for staff and the public.

Communicate effectively, both orally and in writing, with people of diverse backgrounds.

Use multiple types of digital technologies and library equipment.

Perform routine duties and responsibilities within established timeframes, guidelines, and policies.

Develop, maintain, and foster effective, cooperative, and productive working relationships with the public, division staff, and representatives of other departments.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to sit for extended periods. Ability to frequently squat, bend, kneel, stoop, stand and walk. Using approved safety standards, ability to lift, push, pull and move objects weighing up to 50 lbs. Normal manual dexterity and eye-hand coordination. Corrected hearing and vision to normal range may be required. Ability to work under conditions involving exposure to dust and odors. Ability to use audio/visual equipment, office equipment including computers, telephones, calculators, copiers, mobile devices, and FAX machine. Ability to use necessary chemicals. Work is performed in a public service environment with continuous contact with other staff and the public.

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards.