

## LIBRARIAN I

NATURE OF WORK IN THIS CLASS:

This is routine professional library work involved in cataloging and classification of materials, reference and literature searching services, bibliographic and reader's advisory services, selection, acquisition and other similar areas of library science.

Employees in this class perform routine professional library duties independently after initial training and work under closer supervision on more complex developmental assignments.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include the duties listed.)

Selects, catalogs, classifies, and indexes library materials in accordance with established professional standards, procedures and other specific guidelines.

Assists the reading public in the use of the library facilities by providing readers' advisory services to library patrons; describes or demonstrates procedures for searching catalog files and shelf collections to obtain materials.

Provides a variety of information and reference service of average difficulty; explains use of reference sources to locate information such as bibliographic indexes, reading guides.

Selects additions and replacements from approved book lists; participates in the performance of stack maintenance, book preparation, bindery preparation and mechanical preparation.

Assembles and arranges displays of books and other library materials.

Maintains reference and circulation materials.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles, methods, procedures, and techniques of library science.

Knowledge of reader interest levels in relation to library patrons.

Ability to use and explain library facilities including card catalogs and other reference aids.

Ability to make work decisions in accordance with pertinent program guidelines.

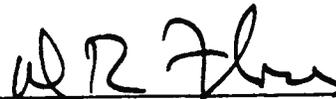
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- Ability to learn, interpret and apply pertinent program guidelines.
- Ability to work effectively with the public and employees.
- Ability to communicate effectively, orally and in writing.
- Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

Graduation from a recognized college or university with a Bachelor's degree in library science or closely related field.

ESTABLISHED: JULY 1980



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DAVID R. FLORES, Executive Director  
Civil Service Commission