



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **Librarian I**
Jurisdictional Class: Competitive
Civil Division: Seymour Library
Adoption: CSM 10/01/97
Revised: CSM 3/15/2000, 5/9/2001, 1/9/2013, 8/13/14

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. 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 and 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;
May supervise all library operations on occasion;
Keeps informed of professional developments through participation in professional organizations, system meetings, workshops, continuing education courses and reading professional materials;
May manage patron accounts and oversee the collection agency activity;
May assume responsibility for PC and Network troubleshooting and maintenance of electronic resources within the library;
May train and supervise library staff in new applications of electronic resources;
May maintain and update library web pages and maintain PCs;
May recommend hardware, software, and vendors for the acquisition of library electronic resources.

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FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of the use and operation of personal computers and related peripheral equipment;
Good knowledge of library automatic systems and applications;
Good knowledge of modern principles and practices of library science;
Good knowledge of current information technology;
Good knowledge of bibliographic tools and sources, both print and on-line;
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;
Demonstrated knowledge of customer service principles and techniques;
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;
Positive approach toward public service work;
Ability to comprehend and apply technical library theory;
Ability to travel as needed.

MINIMUM QUALIFICATIONS:

Master's Degree in Librarianship 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. (Some universities have renamed their programs and no longer designate the degree as a Master's in Librarianship. Contact the New York State Library's Division of Library Development for assistance.)

SPECIAL REQUIREMENT(S):

Eligibility for a New York State Public Librarian's professional certificate at time of application; possession of certificate at time of appointment.