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City of San José

LIBRARIAN I (6231) LIBRARIAN I (PART TIME) (6232)

CLASS PURPOSE

Under general supervision, performs beginning level professional librarian duties of moderate difficulty while learning the systems, procedures and services which are part of the San Jose City Library System. Performs related work as required.

TYPICAL DUTIES AND RESULTS (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

- Provides direct assistance to library patrons in location and use of library materials.
- Performs duties as a reference librarian; answers reference questions; locates and identifies requested materials and bibliographical information.
- Performs readers' advisory services.
- Assumes responsibility for selection of materials in area of assignment, evaluating and analyzing patrons' needs and preferences.
- Plans, presents, and promotes programs as a Children's, Young Adults, or Adult Librarian.
- Serves as resource to children, young adults, and to those working with children and young adults in the effective use of library materials and services.
- Directs operation of unit assignment in the absence of unit supervisor, assuming responsibility for service delivery and direction of subordinate staff.
- Performs community contact work, assisting in developing and maintaining effective relations with the community for the purpose of enhancing the library's ability to provide needed and appropriate services.
- Performs duties as librarian in charge of a single section of the Main Library, a special section of a branch library or mobile unit or special needs program.

DISTINGUISHING CHARACTERISTICS

This is the entry-level class in the Professional Librarian series. An incumbent of this class may be assigned to perform duties in any professional area of work in the Library system. Initially, work is closely supervised, but as knowledge of the San Jose City Library system and services and procedures are learned, and proficiency increases, supervision becomes more general. This class is flexibly staffed with Librarian II, and incumbents are eligible for examination and appointment to the latter upon completion of one (1) year satisfactory performance of duties.

QUALIFICATIONS**Minimum Knowledges, Skills and Abilities**

- Knowledge of the principles and practices of professional library science; reader interest levels; a broad range of books, authors and subjects; standard library reference works and of all print and non-print library materials.
- Ability to perform a variety of beginning level professional library duties.
- Ability to apply the principles and practices of professional library science to problems of work and a variety of professional assignments.
- Ability to establish and maintain effective working relationships with others.
- Ability to express oneself clearly and effectively, both orally and in writing.

Competency Knowledges, Skills and Abilities

- Ability to provide lead direction to subordinate staff, professional and technical.
- Ability to develop and maintain a collection as assigned.
- Ability to analyze expressed and unexpressed community interests and to plan and promote needed programs.
- Ability to interpret and carry out regulations and policies of the San Jose City Library.
- Ability to determine the scope of complex reference and information problems and to select or design appropriate search strategy.

Training and Experience

Any combination of training and experience equivalent to graduation from an accredited college or university with a master's degree in Library Science.

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