

City of Bellingham
Classification Specification

CLASS TITLE	Librarian I
DEPARTMENT	Library
UNION:	114L
SG:	L-1
CS:	N
FLSA:	N
EE04CODE:	PR

NATURE OF WORK:

Provides assistance to the public in response to information, reference, and reader's advisory questions; selects materials and maintains designated Library collections; conducts programs for all ages; provides instruction in the use of Library resources.

DISTINGUISHING CHARACTERISTICS:

The Librarian I classification is the entry-level professional librarian position providing public or technical services. A Librarian I relies on direction from Librarian II or III positions when working on more complex assignments.

SUPERVISORY RELATIONSHIPS:

Reports to a Librarian III. Work is performed independently under general guidance and within established Library procedures and professional practices. May receive direction from higher-classified professional employees. May exercise day-to-day direction and provide technical guidance to support staff.

ESSENTIAL FUNCTIONS:

1. Provides reference and reader's advisory services to persons of all ages using a variety of electronic and print information sources.
2. Provides instruction for the public and staff in the use of the catalog, Internet, electronic indexes and databases, and other resources.
3. Prepares bibliographies, booklists, displays and instructional materials to help members of the public locate materials.
4. Prepares, presents or facilitates programs such as book talks, book discussions, or community forums.

ADDITIONAL WORK PERFORMED:

1. May perform collection development duties in a specified area, including selection and weeding.
2. Contributes to development of departmental and overall Library policies.

3. Serves on task forces or committees in the Library, community, or professional organizations.
4. May make work assignments and direct work activities of support staff and volunteers.
5. Maintains an awareness of current library issues and trends by reading professional and related literature and by attending workshops, conferences and courses.
6. May assist in the coordination of Library programs by scheduling performances and developing promotional materials; conducting tours, and visiting community agencies, organizations, groups, or schools to encourage community use of the Library.
7. May create original cataloging records for material not found on bibliographic support systems.
8. May serve as librarian-in-charge in the absence of Library administrators.
9. Other related duties within the scope of this classification.

KNOWLEDGE AND SKILLS:

Working knowledge of:

- Principles and practices of professional library work.
- Library computer technology and resources.
- Standard office equipment and software.
- Library collections.

Skills in:

- Using automated library systems.
- Search strategies used for retrieving information from a variety of resources.
- Organizing and prioritizing multiple tasks with frequent interruptions.

Ability to:

- Work independently with minimal supervision.
- Train others.
- Evaluate emergency situations and determine appropriate action.
- Communicate effectively both orally and in writing with co-workers and the public.
- Assess needs of members of the public.
- Establish and maintain effective working relationships with the general public, community organizations, co-workers and supervisors.
- Effectively represent the Library and the City at meetings and workshops.
- Demonstrate the Public Service Competencies of service orientation; results orientation; and, teamwork and cooperation.
- Physical and intellectual ability to perform the required work.

WORKING ENVIRONMENT:

Duties are performed indoors with frequent interaction with co-workers and the public. Work is performed extensively at a computer work station with periods of prolonged sitting or standing. Station is often shared with other staff. Environment includes a normal range of noise and other distractions working around specialized library equipment and standard office equipment.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Master of library science degree from a school accredited by the American Library Association.

- Public library experience preferred.

NECESSARY SPECIAL REQUIREMENTS:

- Washington State Certification as a librarian by time of hire.
- Must pass local police and Washington State Adult/Child Abuse records check prior to hire.
- Ability to work evenings and weekends and to adapt to schedule changes on short notice.

PREPARED BY: Pam Kiesner
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9/06

REVIEWED BY: _____
Pam Kiesner
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