

LIBRARIAN I

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the performance of entry -level professional librarian duties. Incumbents in this class are often library school graduates who are learning the specific applications of professional training by performing professional level duties. Work is performed under the general supervision of a higher level professional librarian and are assigned more difficult work as their experience in the field broadens. Supervision may be exercised over subordinate non-professional employees. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Provides reader's advisory and guidance services;

Performs basic cataloging and classification of materials;

Answers reference questions;

Assists the administrative officer in his/ her functions;

Compiles bibliographies and designs promotional material about library services and programs;

Conducts book talks, multimedia programs, story and picture book hours, computer orientations and plans programs utilizing the community and its' resources;

Visits schools and/ or community groups to conduct book talks, story telling, etc.

Supervises the work of subordinate library personnel;

Keeps informed of professional developments.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of modern principles and practices of library service; good knowledge of library materials; good knowledge of modern library organizations, procedures, policies, aims and services; skill in the performance of technical library tasks; ability to get along well with others; ability to communicate effectively both orally and in writing; initiative; resourcefulness; good judgment; orderliness; accuracy; tact; adaptability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a Masters Degree in Library Science.

Special Requirement: Possession of a New York State Public Librarian's professional certificate at time of appointment.

ULSTER COUNTY
4000 LIBRAR I

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