

Jurisdictional Class: Competitive  
Adopted: February 3, 1977  
Revised: October 9, 2014

## **LIBRARIAN I**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a beginning professional library position involving responsibility for specific application of professional training in the performance of duties. This position requires a strong commitment to excellence in public service. The work is performed under the direct supervision of professional librarians in higher level positions. Supervision is available for instructions on all new assignments. The incumbent is assigned work progressively more difficult as experience in the field broadens. Supervision may be exercised over clerical personnel and volunteers. The incumbent does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative only)

Conducts programs for community groups and member libraries;  
Under supervision, performs collection development in selected subject areas;  
Requests expenditures and/or purchases within pre-approved budgetary constraint;  
May offer preliminary input for preparation of annual budget request in assigned area;  
Assists in research and writing of state, federal, and private grant applications;  
Prepares statistical and narrative reports as required;  
Offers input in creating a plan of service and in setting annual service priorities, goals, and objectives;  
Performs limited copy cataloging and classification;  
Compiles bibliographies;  
Writes newsletter articles in assigned area of library service;  
Performs simple informational and referral services using traditional and electronic resources;  
Researches, compiles, and conducts simple training workshops and assists in more complex workshops by providing input and administrative assistance;  
Travels to member libraries in the area of service, if required;  
Keeps informed of professional developments and advances in technology including different formats of materials;  
Attends professional meetings and workshops;  
Performs basic functions with ILS (Integrated Library System) and appropriate computer applications;  
Works with clerical staff and volunteers.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Basic knowledge of modern principles and practices of library services;  
General knowledge of library materials;  
Basic knowledge of modern library organizations, procedures, policies, aims, and services;  
Basic knowledge of library computer applications;  
Elementary skill in the performance of technical library tasks;  
Ability to communicate effectively, both orally and in writing, to children and adults;  
Ability to function as a team member in the planning and implementation of library projects;  
Strong commitment to excellence in public service;  
Ability to get along well with others;  
Sound judgment.

Librarian I

**MINIMUM QUALIFICATIONS:** Possession of a New York State Public Librarian's Professional Certificate.

**SPECIAL REQUIREMENT:** Certain assignments made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.