

## **CITY OF SALINAS**

### **LIBRARIAN I**

**BARGAINING UNIT/CLASS CODE:**  
**SMEAI05**

#### **DEFINITION**

To perform a variety of professional librarian duties including reference, cataloging, children's or adult services.

#### **DISTINGUISHING CHARACTERISTICS**

This is the entry-level class in the professional library series and is distinguished from the II level by the limited range of duties performed.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives immediate supervision from higher level library positions. May exercise functional supervision of paraprofessional staff.

**ESSENTIAL JOB FUNCTIONS OF THE POSITION** Duties may include, but are not limited to the following:

Assist in the development and implementation of programs and services in areas of responsibility including children or reference services. Serve as the Children's Librarian; organize and implement programming for children's activities within the library. Assist library patrons and demonstrates the use of library catalogs and other reference tools. Conduct tours of the library. Catalog and classify books and other library materials. Compile subject bibliographies. Prepare and conduct story times. Review new publications and collection materials and make recommendations on material for acquisition and/or disposition, as appropriate. May serve at reference desk, and research and respond to difficult or technical reference questions. Maintain and update bibliographic files. Speak to school classes to promote library services. Assist in preparing program budget. Compile program monthly report and statistics. Promote and maintain safety in the work place. Perform related duties as assigned.

#### **PHYSICAL AND MENTAL CHARACTERISTICS**

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, business machines and related equipment; vision sufficient to read printed materials and distinguish colors; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop, climb and reach overhead; physical mobility sufficient to move about the work environment, physical strength to lift up to 20 lbs; may occasionally lift up to 30 pounds of books; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

#### **WORKING CONDITIONS**

Business office working environment subject to sitting for prolonged periods of time, and occasionally standing at a counter for long periods of time, bending, crouching, or kneeling at files; reaching in all directions and pronged periods of time working at a computer terminal.

#### **QUALIFICATIONS**

##### **Knowledge of:**

Principles and practices of professional library work including methods, practices, and techniques of library

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classification, cataloging and reference activities. Reference methods, techniques, and sources used in library work. Principles and practices involving operation of specialty areas including children or reference services. Materials and services available in public libraries.

**Ability to:**

Perform technical library tasks. Assist library patrons in response to reference and related library questions. Establish and maintain cooperative working relationships with those contacted in the course of work. Deal courteously and tactfully with public. Communicate clearly and concisely, orally and in writing. Develop and implement programs in assigned specialty area. Learn departmental practices and procedures. Effectively organize workload.

**Education and Experience:**

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties would be any combination equivalent to a MLS degree from a school accredited by the American Library Association or a bachelor's degree in library science and/or related field plus one year of paraprofessional library and public service experience.

Reviewed \_\_\_\_\_  
Department Director

Approved \_\_\_\_\_  
Human Resources Officer

Approval Date \_\_\_\_\_

**ORIG: 2-84, REV: 2-94, REV: 02-06**