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MCSC Reviewed 9/4/86
MCSC Revised 5/30/96
MCSC Reviewed 2/7/02
MCSC Revised 6/16/05
MCSC Reviewed 7/13/06
MCSC Revised 3/31/11
MCSC Reviewed 11/10/11

Code 9217
Library Group
Professional Librarian Series

LIBRARIAN I

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for basic level librarian duties. Employees in this class are expected to perform specific applications of professional duties under general supervision of other professional Librarians and are assigned progressively more difficult work as their experience in the field broadens. Supervision may be exercised over Library Trainees, Clerks, Pages, Volunteers and other assigned staff. The Librarian I performs related work as required.

TYPICAL WORK ACTIVITIES:

Provides reference and reader's advisory services and instruction to library users;
Performs original cataloging and classification and record editing;
Performs collection development by recommending titles for purchase and/or deletion;
Plans and implements library programs for adults or children;
Compiles bibliographies and functions as subject specialist;
Performs on-line database searches and search training;
Serves as a liaison for library services to community groups or other libraries;
Prepares statistical and/or narrative reports, memoranda and correspondence;
Supervises the work of clerical and other staff in assigned tasks;
Keeps informed of professional developments through participation in professional organizations, system meetings, workshops, continuing education courses and reading professional materials.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern principles and practices of library science; good knowledge of on-line database systems; good knowledge of bibliographic tools and sources; good knowledge of library materials and collection issues for a specific subject area if functioning as subject specialist; good knowledge of modern library organizations, procedures, policies, aims and services; skill and accuracy in the performance of technical library tasks; ability to perform as a team member in the planning and implementation of automation or other library programs; ability to think critically to understand the needs of library patrons and groups and to prescribe information or materials accordingly; ability to carry out library policies and procedures; ability to read and comprehend library literature and research; ability to express ideas clearly and effectively both orally and in writing to groups and individuals; ability to plan, coordinate and supervise the work of others; tact and courtesy in dealing with staff and public; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

For Admittance to Examination:

Possession of a Master's Degree in Library Science (MLS) from a library school that is accredited by the American Library Association and eligibility for a New York State Public Librarian's Professional Certificate.

For Appointment:

At time of appointment, an eligible must have applied for a New York State Public Librarian's Professional Certificate.