

POSITION CLASS TITLE: LIBRARIAN 1
JURISDICTIONAL CLASS: COMPETITIVE
CIVIL DIVISION: CITY OF OSWEGO LIBRARY
AUTHORIZATION: PERSONNEL DIRECTOR
(July 2021)

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 the general supervision of the Library Director. Supervision may be exercised over clerical, paraprofessional and volunteers.

TYPICAL WORK ACTIVITIES:

- Provides customer service at library service desk providing reference assistance and readers' advisory service to customers;
- Responsible for collection development and oversight of book processing and data entry to library data base;
- Supervises the work of clerical, paraprofessional and volunteer personnel. May oversee duties of custodian;
- Oversees Children's Services;
- Oversees the library web page and acts as liaison to technical support by the North Country Library System;
- Responsible for organization, promotion and possible presentation of library programs and services;
- Resolves patron complaints using independent judgment in a fair and unbiased manner based upon library policy;
- Acts as liaison for library services to community groups and organizations.

KNOWLEDGE, SKILLS AND ABILITIES:

Summary of full performance level 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 a 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; good

interpersonal skills; ability to motivate and work with staff; ability to cope with multiple patron types and issues; skill and accuracy in the performance of technical library tasks; ability to perform as a team member in planning and implementation of automation or other library programs; familiarity with web design.

MINIMUM QUALIFICATIONS

Education, specialized background, training and experience.

Graduation from a registered college or university accredited by the American Library Association or registered by the NYS Education Department to grant degrees with a Master's Degree* in Library Science, Information Services or equivalent.

Minimum qualifications are in accordance with New York State Education Department Division of Library Development.

SPECIAL REQUIREMENT: Eligibility and application for a New York State Public Librarian's Professional Certificate at time of application.