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Job Specification

## **LIBRARIAN 1**

### **DEFINITION:**

Under supervision, functions at the entry level of the professional librarian class of jobs providing a variety of library services; performs related duties as required.

**NOTE:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

**NOTE:** Incumbents may be required to complete cross-training in one or more of the following specializations: Children's Services, Reference Services, Technical Services.

### **EXAMPLES OF WORK:**

Assists patrons in finding desired information or resources and furnishes information on library activities, facilities and services.

May be required to complete cross-training in one or more specialized areas; and to perform the work in Children's Services, Technical Services and/ or Reference Services.

Provides reader services responsive to user needs such as compiling bibliographies and reading lists.

Organizes and conducts library tours, book talks, film programs, reading clubs, etc. for the purpose of promoting literacy, fostering use of library resources and/or to inform the community and various organizations of available library services.

Provides research services, answering reference questions and

explaining the use and availability of reference sources in all appropriate formats.

Provides bibliographic instruction using print, electronic and online resources.

Assists public and staff in making effective use of library equipment and provides formal training and instruction in the effective use of electronic resources.

Designs, organizes and maintains library materials and electronic resources by using appropriate systems of access that are compatible with the needs and styles of learning of the public.

Reviews collections to develop or discard/discontinue; assists in the selection and evaluation of resources for delivery in the most appropriate format; may recommend the purchase or rental of library supplies/materials, taking into consideration priority needs and budget limitations.

Determines content and arrangement of library material for displays, exhibits, and special library programs.

Performs original cataloging by assigning classification numbers and descriptive headings according to appropriate systems of access.

Gives talks before groups, organizations, co-workers and the public.

Exchanges ideas, information, and opinions with supervisors to formulate policies, procedures, programs, etc. to provide high quality services.

Mentors newer staff members.

Attends seminars and meetings of professional and technical organizations for the purpose of keeping informed about current and emerging library services and technical developments.

Participates in professional associations concerned with improving methods and techniques of information services.

Acts as library representative at meetings and conferences.

Composes publicity releases or program announcements for media,

newsletters, or other publications.

Establishes and maintains effective work relationships with community organizations, school groups, library associates and the general public.

May provide instruction and technical expertise to nonprofessional and paraprofessional staff.

Prepares clear, accurate and informative narrative and statistical reports.

Maintains files and records.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

**REQUIREMENTS:**

**EDUCATION:**

A Master's degree in Library or Information Sciences in a library program accredited by the American Library Association or from a New Jersey College Master's program in Library Science that has been deemed acceptable by Thomas Edison State College.

**LICENSE:**

Appointees may be required to possess a valid license as a Professional Librarian issued by Thomas Edison State College.

**NOTE:** N.J.S.A. 45:8A-3 and N.J.A.C 15:23-2.1(a) state that any library supported in whole or in part by public funds may require, and any library serving any municipality or group of municipalities having a population of 10,000 inhabitants or over shall require that any person employed as a professional librarian shall hold a professional librarian certificate.

N.J.A.C. 15:23-2.1 (b) states that pursuant to N.J.A.C. 15:21-2.3 and 2.4, a library serving any municipality or group of municipalities having a population of 7,500 inhabitants or over,

N.J.S.A. 45:8A-3 notwithstanding, will employ, in all professional librarian positions counted for State Library Aid purposes, librarians holding a New Jersey Professional Librarian's Certificate.

**NOTE:** Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**KNOWLEDGE AND ABILITIES:**

Knowledge of theories, objectives, principles, and techniques of librarianship.

Knowledge of Library Classification Systems.

Knowledge of form, content, and use of bibliographies and book lists.

Ability to appropriately organize library materials, including files, books, periodicals, digital media, etc.

Ability to organize library programs and procedures.

Ability to keep informed of current theories, objectives, principles, and techniques of librarianship; and adapt to modern technology, library trends and innovations.

Ability to keep informed of current events, and popular and local culture.

Ability to work with professional associations toward the improvement of methods and techniques of library services.

Ability to think critically and creatively to solve problems and implement ideas.

Ability to work harmoniously, creatively and collaboratively with others.

Ability to communicate effectively and share knowledge with others using oral, written and electronic communication skills.

Ability to integrate current technology into areas of service to perform duties.

Ability to practice effective customer service skills to best determine patrons' needs.

Ability to train and assist public with communications, technology literacy and all information resources.

Ability to comprehend the specific problems and functions of a library and to select appropriate materials for the use of the unit concerned.

Ability to identify, customize, create and present innovative programs and services and integrate new technologies into library service.

Ability to analyze, comprehend and use current approved public library standards, methods and techniques.

Ability to promote and foster public access to information, and assist patrons in developing technology literacy.

Ability to provide instruction and technical expertise to nonprofessional and paraprofessional staff may be required.

Ability to give appropriate instruction to nonprofessional and paraprofessional staff in the use of the library and its resources and in basic research methods.

Ability to prepare clear, sound, accurate, and informative statistical, financial, and other library reports containing findings, conclusions, and recommendations.

Ability to establish and maintain essential library records and files.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

**This job specification is applicable to the following title code:**

<b>Job Spec Code</b>	<b>Variant</b>	<b>State, Local or Common</b>	<b>Class of Service</b>	<b>Work Week</b>	<b>State Class Code</b>	<b>Local Class Code</b>	<b>Salary Range</b>	<b>Note</b>
07569		L		N	N/A	01		-

This job specification is for **local** government use only.

Salary range is only applicable to state government.

Local salaries are established by individual local jurisdictions.

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