

<i>Code: 6120</i> <i>Title: LIBRARIAN I</i>
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SUMMARY: This classification develops and manages public library programs and services, to include organization and provision of reference and research services, collection acquisition, and developing services and programs in alignment with the library's mission and strategic plan. It is distinguished from Law Librarian which is a classification reserved for the Superior Court system.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Develops public library programs and services, including computer instruction for children, teens, adults;
Trains staff to conduct or implement programs and outreach to the community;
Makes presentations to customers, schools, community groups, and neighborhood associations;
Coordinates the inter-library loan (ILL) of materials with other County departments and public, private, legal, medical, engineering and business libraries;
Promotes the use of library collections including the library's electronic resources with other County departments and public, school, private, legal, medical, engineering, educational and business libraries;
Participates in the review of the collection and recommends acquisition of new materials, and the culling and disposal of outdated or extraneous materials;
Provides research assistance to requesters, which may include utilization of print and electronic resources, ordinances, and like materials;
Develops and maintains bibliographic tools, reference manuals and other electronic resources for the collection; provides content for web pages for assigned topics;
Advises patrons on, and coordinates compliance with, copyright issues;
Instructs and/or trains staff and patrons in the use of the library and available resources including reference materials, electronic resources and collections;
Serves on system wide committees to plan programs and services in support of the library's strategic directions;
Performs facility management in absence of branch manager by monitoring and reporting maintenance issues, and investigating or resolving operational or technical issues;
Establishes and maintains automated databases used for statistical reporting and tracking information and prepares and submits other routine, recurring and special reports;
Researches and evaluates multi-media equipment, resources and materials for addition to the library collection or use in library operations;
Performs or coordinates servicing and maintenance of library resources, e.g., computers, microform/microfilm readers, printers, copiers and associated peripheral equipment;
Participates in the check-out/in of library materials, and calculates, collects and accounts for charges for overdue, lost or damaged library materials;
Serves on system wide committees, task force or design teams to develop new services and guidelines for implementing programs and services;
May manage a branch library with limited staff;
May supervise staff or volunteers providing direct support to library operations.

KNOWLEDGE & SKILLS:

Knowledge of:

- principles and practices of library science to include intellectual freedom, collection development and maintenance;
- computer-based resources and applications in a library system;
- organization and functions of assigned or supported departments;
- customer service techniques;
- principles and techniques of public relations related to the promotion of library resources and services;
- trends and advances in library management and resources;
- library resources in the community;
- pertinent copyright law, rules, regulations and "fair use" doctrines;
- principles and techniques of staff supervision, training and evaluation.

Skill in:

- developing and managing the provision of specialized library services;
- developing and maintaining a multi-media library collection;
- evaluating and culling the collection to maintain its' integrity and usefulness;
- promoting the use of library resources;
- operation and maintenance of library equipment;
- maintaining records of activity and submitting routine, recurring and special reports;
- communicating effectively, orally and in writing.

MINIMUM QUALIFICATIONS:

A Master's Degree in Library Science (M.L.S.) from an accredited college or university.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require a valid Arizona Class D Driver's License at the time of appointment or prior to completion of initial/promotional probation.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

04/12/06(kf/fn//team)
Updated 04/12/11(lf)