LIBRARIAN I

DEFINITION OF WORK

Under general supervision, employees perform the first level of professional librarian work in one of the Cumberland County libraries. Employees assist a higher level professional librarian in performing work at an Information or Youth Services desk. Employees plan and implement programs for an assigned population or specialty area; direct the work of library paraprofessional, technical, or support staff; assist in providing reference/research assistance, reader's advisory, and other customer services to library users; and participate in collection maintenance, including weeding and discarding items, and recommending replacement titles and new materials. Employees may receive specific instruction and guidance from an assigned specialty area manager or a community branch manager. However, work is generally supervised and evaluated by conference and observation from an immediate higher level professional librarian.

EXAMPLES OF WORK

Employees provide reference and information services in person, by mail, and via telephone; research library systems, resources, and databases and locate requested information; assist customers in the use of library resources and systems. May specialize in a specific type of reference area such as electronic media, agencies/organizations and community resources, state and local history, business and government resources. Manage information in databases and resources to ensure accurate and current reference information. Plan, coordinate, and implement programs for a specific population and/or area of interest such as Children's Services, Teens, Adults; assist and/or perform selection, maintenance, and purging of book and material collections for the assigned area. Evaluate programs and services and identify needed changes and community interests. Perform data entry, record keeping, data base maintenance, cataloging, and/or and processing duties for an assigned program/area such as interlibrary loans, periodical subscriptions, audio visual materials, and law library materials. Employees perform related work as required.

EMPLOYMENT STANDARDS

Education and Experience:

Master's degree in Library Science is required. Trainee applicants must have completed at least 75% of required course work towards an MLS and submit a letter from the Dean of the Library School that states the number of credit hours already obtained and that the candidate can complete all Master's degree requirements within 12 months.

Knowledge, Skills, and Abilities:

Working knowledge of basic reference sources and research techniques; working knowledge of the principles and practices of professional library work to include planning and implementing library programs and services and providing reference and informational services to patrons; working knowledge of the organization of the Department, and of related departments and agencies; knowledge of the principles and practices of modern library operations as applied in a public library specialty area; knowledge and awareness of library policies and procedures; ability to assist readers in selection and interpretation of electronic print and electronic resources; ability to demonstrate use of online public access catalog and computers to the public; ability to express ideas effectively, both orally and in writing; and an ability to maintain cooperative and effective relationships with intra- and interdepartmental personnel, and the general public.

SPECIAL REQUIREMENTS

Background check with local law enforcement agency required. Some positions within classification may require a valid North Carolina driver's license. Condition of Employment: Each applicant who is tendered an offer for employment for any position with Cumberland County shall be tested for the use of drugs specified in the County policy. Refusal to submit to testing or a confirmed positive test shall be basis for withdrawal of the conditional employment offer.

ADA REQUIREMENTS

Work is performed in an office environment. Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, violence, disease, or pathogenic substances.

PHYSICAL REQUIREMENTS

Must be able to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling.
Must be able to lift, carry, push, and/or pull objects and materials of moderate weight up to 40 pounds.
Must be able to perform coordinated movements such as operating office equipment and keyboarding.
Some tasks require visual perception and discrimination.
Some tasks require oral communications.

Cumberland County
July 2012