



## JOB DESCRIPTION

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**JOB TITLE:** Librarian I – Circulation and Serials

**JOB CODE:** 02490

**DEPARTMENT:** Library

**FLSA STATUS:** Non-Exempt

**REPORTS TO:** Librarian II, Librarian III, or Library Director

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### **SUMMARY OF JOB PURPOSE**

Performs complex, professional level work in one of several areas to include Reference, Technical Services, Youth Services, Automation/Systems, or Branch Library; provides general assistance in patron services and assists in the maintenance of library collections.

### **ESSENTIAL FUNCTIONS**

1. Provides circulation services to patrons including checking materials in and out, discussing overdue fines with patrons, collecting fines, and contacting patrons regarding materials on hold; provides reference services to patrons in person, by telephone, and electronically; assists reference staff with resolution of more difficult questions; assists senior Librarians to provide training for patrons and staff regarding print and electronic resources and conducts research skills instruction.
2. Provide daily processing of Interlibrary Loan requests; direct Library Technicians or volunteers in performance of Interlibrary Loan tasks and mail procedures.
3. Provides daily assistance to staff and patrons in use of computers and printers; provides training programs for staff including print and electronic resources and research skills; oversees organization and delivery of Internet classes for the public.
4. Makes recommendations for development of department goals, objectives, policies, and procedures including circulation, reference, Interlibrary Loans, volunteer/community service, and volunteer recognition programs.
5. Assists Library staff in providing direct public services to patrons, government employees, and a variety of other groups including youth, juvenile detainees, senior citizens, individuals with disabilities, homebound individuals, and individuals for whom English is a second language; coordinates outreach programs and special events such as author book signings and education programs for adults.
6. Assists in collection development by selecting and de-selecting materials; assists in the collection evaluation and development of specific Library collections for subject areas, such as the youth collection; participates as a member of the Selection Committee. May direct Library Technicians in de-selection process, acquisitions, and evaluation projects.
7. Responsible for programming targeted towards a specific patron group(s) such as senior citizens or youth.
8. Responsible for the coordination of all serials and continuing resource publications including acquisitions, organization and preservation of serials in print, electronic, microfilm and other formats; serials vendor selection and negotiation of contract agreements, evaluation of serials collection for currency and patron use; management of the process of binding materials, repair of damaged bound periodicals and preservation of archives.

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This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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#### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION and/or EXPERIENCE**

Master's degree required. Master's Degree in Library Science from an American Library Association-accredited program preferred. Two years work experience in a public contact environment. Previous library experience preferred.

#### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from staff, patrons, and the general public, as well as effectively interact with adults and children

#### **MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of algebra and geometry; apply concepts such as fractions, percentages, ratios, and proportions to practical solutions

#### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions; interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables

#### **OTHER KNOWLEDGE, SKILLS, & ABILITIES**

Ability to use a computer and software programs such as word processing, spreadsheets, desktop publisher, and databases at an intermediate or higher level.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Driver's License with an acceptable driving record.

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

#### **WORKING ENVIRONMENT**

The noise level in this work environment is usually quiet.

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### Librarian I – Circulation and Serials

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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