

**CITY OF CONCORD
CLASS SPECIFICATION**

CLASS TITLE: LIBRARIAN (PART-TIME)
DEPARTMENT: LIBRARY
REPORTS TO: ADULT SERVICES MANAGER

JOB CODE: N/A
DATE: 2/08

JOB SUMMARY:

Performs professional work analyzing and responding to the informational and recreational needs of the public; provides bibliographic instruction to the public; uses professional judgment to interpret the library collection to meet the needs of the public including electronic and web based information resources.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Analyzes and evaluates the library collection on an ongoing basis to ensure appropriate development of the collection to meet the needs of the public.

Evaluates reference tools and services on an on-going basis.

Assists patrons in finding information by analyzing specific user needs and then searching and locating the information.

Directs patrons in using library services and equipment.

Answers information and reference questions for patrons by phone, mail, and in person.

Locates appropriate agencies or organizations and refers patrons to them.

Provides bibliographic instruction and internet training to the public.

Develops a variety of bibliographic tools for the public.

Creates, indexes, maintains, and updates local information database.

Establishes subject authority file for local information database.

Interprets and explains library policies and procedures.

Compiles reports, statistics, and information regarding reference services.

Develops and writes articles for library newsletter.

Develops publicity for events and programs.

Trains staff and public in use of resource materials.

Prepares training material.

Monitors budget in areas of collection development responsibility.

Creates displays.

Markets library services.

Maintains education in library science: attends courses, workshops, and conferences.

Belongs to, and is active in, local and state library organizations.

Assumes responsibility for library on weekends and evenings, and in the absence of administrators.

Troubleshoots equipment problems and ensures proper operation and availability of supplies.

Troubleshoots hardware and software problems for users; provides training for users in the operation of various software.

May work in technical services as a cataloguer.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Personal Computers/Terminals	Microfiche/film Reader-Printer	Copiers
Calculator	Telephone	Fax machine
CD Rom resources and equipment	Print resources	Online databases
Printers		

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Master's Degree in library/information science from an ALA accredited college or university, and one year related experience; or any combination of education, training and experience which provides the knowledge, skills and abilities required for the job.

Licenses and Certifications:

None.

KNOWLEDGE, SKILLS, AND ABILITIES: (Depending on area of assignment)

Knowledge of:

Principles and practices of library science.

Principles and practices of marketing.

In-house library collection as well as electronic and web based information resources.

Department and library policies, rules, and regulations.

Computer hardware and peripheral devices.

Computer usage and applications.

Variety of computer software programs.

Variety of computer databases.

Broad general knowledge and subject area knowledge, current and historical.

Client groups and the community as a whole and its various needs.

Trends relating to publishing, computers and media.

Pricing practices and trends.

Public relations and customer service.

Skill in:

Tact, discretion, initiative and independent judgment.

Communicating clearly and effectively, both orally and in writing.

Reference interviewing techniques.

Compiling statistics and analyzing data.

Researching and compiling a variety of information.

Database searching.

Independently organizing work, setting priorities, and following up assignments.

Formulating goals, objectives, and methods of evaluation for services.

Formulating goals, objectives, and methods for developing training material.

Determining client needs.

Effective public relations and customer service.

Cataloguing.

Assisting patrons with library services.

Operating computer equipment and peripheral devices and troubleshooting problems.

Mental and Physical Abilities:

Establish and maintain effective working relationships with library personnel and patrons.

Utilize a wide range of information resources and technology, including providing internet instruction and support.

To remain flexible and adapt to changing situations and technology.

Jump quickly from one subject to another, and to handle more than one question at a time.

Effectively interact with all ages and all ability levels to provide appropriate information services.

Establish trust with patrons.

Read, analyze, and interpret professional periodicals and journals.

Analyze and interpret information needs and select effective course of research.

Apply logical thinking to solve problems and accomplish tasks.

While performing the essential functions of this job, the incumbent is regularly required to bend and stoop; use hands to finger, handle, or feel objects; and to reach with hands and arms.

While performing the essential functions of this job, the incumbent is frequently required to lift and /or move objects up to ten pounds.

While performing the essential functions of this job, the incumbent is occasionally required to move objects up to 50 pounds.

Working Conditions:

The incumbent's working time requires weekend/evening hours.

The incumbent's working conditions are typically moderately quiet, but can become quite loud during periods of heavy activity.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.