

LIBRARIAN I

(Reference Librarian)

Physical requirements: Commensurate with demands of the position

Educational requirements: This is the entry level position for Reference Librarian; Masters degree in Library Science from a program accredited by the American Library Association or registered with the New York State Education Department; possession of a current New York State Public Librarian's Professional certificate at time of appointment

Skills desired include: Knowledge of modern principles and practices of library science; knowledge of online database systems; knowledge of computer technology to library applications; good knowledge of library administration practices, including supervision of subordinate staff; ability to carry out library policies; ability to deal with the public and to resolve public service issues in a courteous and efficient manner

Working conditions: FT 37.5 hours per week; this position requires evening and weekend work; vacation is earned after one year and accrued as stipulated by the bargaining agreement, including 11 paid holidays and 4 personal days

Librarian I - Reference Librarian responsibilities include: Working the reference desk; reader's advisory; conducting training for public in the use of the library catalog, the Internet, and other topics as requested; creation of bibliographies and other materials; recommending materials for purchase; participating in special projects as assigned; other duties as required consistent with the position

This position reports to the Librarian III, Head of Adult and Information Services

Department complement: 2 FT positions in this classification

Union: CSEA Local 1000 AFCME, AFL-CIO

Civil Service Classification: LIBRARIAN I

Salary Grade: 16, Non-Exempt

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