



LIBRARIAN I

DEFINITION: Under the general supervision of the County Librarian, this position will be responsible for the day-to-day operation of a small or medium branch library. The position performs high-level library duties; and performs related duties as required. This is the first level in the supervisory series. Incumbents have independent responsibilities for the operation and staff supervision of a branch library and perform the more difficult paraprofessional library duties, following procedures established by professional librarians. As experience is gained and/or education obtained, incumbents may move upward in the series, depending upon favorable job evaluations.

ESSENTIAL JOB DUTIES:

- All duties of Branch Library Specialist positions.
- Manage the operation of a small branch library.
- Assist the Supervising Librarian at the Bishop branch, and manage the operation of that branch in the absence of the Supervising Librarian.
- Staff the circulation desk.
- Advise and assist patrons, resolving problems and complaints, when necessary.
- Perform library reference work; research reference requests; obtain library materials and information not in local branch.
- Perform an ongoing inventory of the branch's collection, recommending the acquisition of new materials; and supervise the withdrawing of outdated materials.
- Assist in the interview process to select new employees.
- Train and supervise regular staff and volunteers, providing written evaluations when required.
- Perform the notification and collection of fines owed.
- Insure that the facility is maintained in a neat, orderly and safe condition. Maintain necessary records, such as circulation figures, fines collected, and the number of reference questions processed. Write news releases and book reviews.
- Participate in special projects, such as planning for automation, when directed to do so.
- Plan and conduct special programs and activities.
- Represent the branch in the local community, and when necessary, act as an advocate for the library with outside groups and individuals
- Write grants as necessary.

- Performs other related duties as assigned.

EMPLOYMENT STANDARDS

Education and Experience: A minimum of three years of experience as a Library Specialist or equivalent position. An Associate of Arts Degree may be substituted for one year of specialist experience.

Knowledge of: Library terminology and standard library practices and techniques, library materials and the current publications available; modern supervision techniques and public relations; library organizational methods and techniques, books, reference sources and bibliographies, cataloguing and classification procedures; modern office methods, procedures, and equipment.

Ability to: Assess the library needs of the community; assist patrons with a wide variety of library needs; perform routine reference work; assist and instruct patrons in the use of facilities and materials; prepare and maintain complete and accurate reports; conduct special service programs independently; adapt to new techniques and technologies related to library work; deal firmly and tactfully with staff and members of the public; operate personal computer and typewriter; lift, push, pull, and/or carry up to 40 pounds; mobility to stand, stoop, reach, and bend; some evening and Saturday work may be required. May work at any library in Inyo County as necessary.

Special requirements: Must possess a valid operator's license issued by the California Department of Motor Vehicles.