

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title : Librarian I
Department: Library
Revised : October 2011

Class : Professional
FLSA : Exempt

This job description supersedes any prior description for the Librarian I classification.

GENERAL DESCRIPTION

Beginning level librarian work requiring the application of professional library techniques. Employee may supervise the daily operations and services of a library branch. Work is performed under the general supervision of a Library Services Manager, and is reviewed through observation, periodic conferences and analysis of work performed.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Supervises the daily operations and staff of a library branch.

Assists the Library Services Manager with hiring, evaluating, disciplining, and dismissing branch staff.

Assigns workloads to branch staff based on current services and programs, assessment of needs, skill of each employee, and goals of the organization.

Provides personal assistance to users in pursuit of information; promotes and facilitates access to information.

Develops an assigned collection area within the library and assists in developing other collection areas.

Assists in coordinating storage of library materials and maintaining collection in proper order.

Provides directional and other basic information regarding the use of library facilities, services, and collections.

Assists with the development and maintenance of the periodical collection.

Creates and teaches hands on technology classes to library staff, County employees, and the general public.

OTHER JOB FUNCTIONS

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of library practices, procedures, and resources.

Knowledge of the principles of professional library work including cataloging, classification, reference work and resources, and technology resources and skills.

Job Title: Librarian I

Page : 2

Ability to operate a personal computer and related equipment as a productivity tool for word processing, web publishing, etc., and as a tool in researching the Internet and other information databases.

Ability to exercise initiative and judgment in development and implementation of library services.

Ability to assist users in the use of computers and related software and to use a personal computer for presentation purposes.

Ability to gather and give information and instructions regarding the operation and use of the library and interlibrary loan service.

Ability to catalog additions to the collection in a manner that facilitates easy retrieval by the general public.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with fellow employees and the general public.

PHYSICAL REQUIREMENTS

The work in this class is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 35 lbs or less. Work may include extended periods of time viewing a computer video monitor and/or operating a keyboard. Work may include operation of a motor vehicle. Employee may be exposed to hazardous materials.

EXPOSURE CONTROL

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

MINIMUM EXPERIENCE AND TRAINING

Master's Degree from an accredited college or university in Library Science with experience working in a public library preferred.

**This job description does not create an employment contract,
implied or otherwise.**