

## LIBRARIAN

### **SUMMARY:**

Under limited direction, provides reference and reader's advisory for the general public, provides general customer service, works on projects as assigned to promote an interactive educational experience including collections, technology, and programs; and performs related duties as assigned.

**ESSENTIAL FUNCTIONS:** *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

**DUTIES AND RESPONSIBILITIES:** *(Which are **not** in any hierarchical order)*

1. Provides customer service at reference desk; researches and answers questions from the public and assists them in use of the library.
2. Provides readers advisory for the general public; recommends authors, materials and resources to assist customers in their information selections.
3. Participates in technology projects designed to organize online information to make it more accessible and useful to the public.
4. Provides reference services utilizing electronic resources including but not limited to online catalogs, Internet, CD-ROM products, online databases and indexes.
5. Assists customers in the use of online resources; designs and implements training programs for customers and staff in the use of online resources.
6. Prepares bibliographies both printed and online, including web resources.
7. Designs, coordinates and implements library programs; develops partnerships with the community to provide programs and services; writes press releases and markets library to the community.
8. Advises in the selection of materials, maintains collections under the supervision of the reference supervisor, reads professional literature and reviews as appropriate.
9. Provides expertise in specific areas of librarianship such as business, technology, fiction, government documents, arts and culture, children's collection and interlibrary loan.
10. Maintains current with developments in the field of library technology and information services.
11. Manages, and gathers information to design collections and services, including but not limited to historical, business, reference and online collections.
12. Oversees activities of other staff and volunteers as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of library collections of targeted populations.
- Knowledge of general library practices and procedures.
- Knowledge of community interests, trends and resources sufficient for determination of book utilization.
- Knowledge of computer hardware, software and peripherals sufficient to instruct target population in their use.
- Skill in utilizing customer service techniques in responding to inquiries and complaints.
- Skill in utilizing computer databases to research, maintain, and update records and files.
- Skill in instructing the general public in the use of computers and other technical or audiovisual machines.
- Ability to utilize verbal and written communication in the development of administrative and technical reports and presentations.
- Ability to develop and present programs to groups.
- Ability to conduct reference interviews and to use printed reference materials and the Internet for research.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

**LIBRARIAN**

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves moderate work in an office setting. There is frequent need to stand, stoop, walk, sit, lift light objects (up to 25 pounds) and perform other similar actions during the course of the workday. The City of West Palm Beach promotes and maintains a drug/alcohol free work environment through the use of mandatory pre-employment and random drug testing for certain employees.

**MINIMUM QUALIFICATIONS:** Master's in Library Science (MLS) from an ALA accredited program of study with two (2) years related experience in a field such as teaching, recreation, social work or book sales, or any equivalent combination of training and experience. A valid Florida driver's license, required. A valid driver's license from any state (equivalent to a State of Florida Class E) may be utilized upon application; with the ability to obtain the State of Florida driver's license within 30 days from day of appointment.

**ALTERNATE REQUIREMENTS:** Bachelor's degree from an accredited college or university and the ability to complete the Master's in Library Science (MLS) within six (6) months from the date of employment and three (3) years related experience in a field such as teaching, recreation, social work or book sales.