

PROVO CITY CLASSIFICATION SPECIFICATION	
<b>Title:</b> Librarian I	<b>Job Code:</b> 3003
<b>Date:</b> October 30, 2017	<b>EEO Code:</b> PR
<b>FLSA Designation:</b> Non-exempt	<b>Civil Service Status:</b> Covered (UC)

**DEFINITION:** This is entry-level professional library service providing programs, activities, and general services for library patrons.

**CLASSIFICATION STANDARDS:** Positions assigned to this classification are responsible to a Library Services Manager and perform all work under close-to-general supervision. This work differs from higher-level librarians by its lesser degree of responsibility and complexity, higher degree of supervision received, and lack of professional experience/education. *Note: Employees are eligible for advancement in the career series as directed by policy.*

**ESSENTIAL DUTIES:** Assist patrons in selecting, locating, and using materials and equipment, including automated catalog and circulation systems and printed and online indexes and reference titles; conduct reference and Reader's Advisory interviews in person or on the phone; answer specific informational requests; create bibliographies and booklists to assist patrons with research/reference materials and to offer suggestions for various reading interests; resolve problems or refer them to proper authority for resolution; provide general patron assistance.

Assist in collection development through the review, selection, acquisition, and cataloging of materials that meet the library's mission and goals; assist in planning and executing library programs, activities, and services; assist in developing and creating various promotional ideas and materials to enhance programs, activities, and services.

Maintain regular contact with other employees, the general public, local schools, and other public libraries; conduct library tours; attend staff meetings; read professional journals; perform research; attend conferences, seminars, and other training sessions; troubleshoot general office machinery and automated peripheral equipment problems; perform other related duties as required.

**MINIMUM REQUIREMENTS:** Bachelor's degree **OR** two (2) years of professional librarian experience **OR** an equivalent combination of job-related education and/or professional library experience that provides the required knowledge, skills, and abilities [substituting each one (1) year of post-secondary education/training for six (6) months of full-time experience].

**License(s)/Certification(s):** A valid, lawful Driver's License may be required.


**SELECTION FACTORS:** **Knowledge of:** the principles, methods, and practices of librarianship; computerized library operations, including automated catalog and circulation systems; Dewey Decimal classification; reader interest levels, books, and authors; early literacy knowledge and skills; print and online reference sources; policies and procedures established for the work system; the operations, functions, and terminology common to the work; basic English composition, spelling, and grammar; related laws, codes, rules, and regulations governing functions of the position. **Skill in:** practicing trust-building behaviors. **Ability to:** conduct a reader's advisory and reference interview; handle details; quickly and accurately perform work;

perform effectively under pressure; utilize applicable resources to answer patron questions; establish and maintain effective working relationships with the public, local schools, and library personnel; plan, organize, and evaluate library activities and programs; deal with the public in a pleasant, courteous, and calm manner in all circumstances; communicate effectively, both orally and in writing, including while speaking with small groups and preparing formal and informal reports; exercise independent judgment while evaluating situations and in making determinations; organize assigned work and develop effective work methods; prepare clear, concise, accurate, and informative reports; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards fellow workers, customers, and the general public; demonstrate a high level of commitment to the principles of positive customer service.

**TOOLS AND EQUIPMENT USED:** Computers, printers, and other office equipment such as cash registers, copiers, telephones, fax machine, Promethean board, scanners, ipads, book trucks, and dollies, etc.

**PHYSICAL DEMANDS:** Traveling to other libraries, public schools, etc.; pushing book carts; bending and shifting to rearrange library materials; answering telephones, conducting data entry, and standing or sitting at a computer or desk for long periods; communicating with a wide variety of patrons; lifting and carrying heavy library materials; and other varied physical activities associated with performing the essential duties of the job. Requires extensive verbal and auditory skills for communicating with a broad variety of patrons.

**ENVIRONMENTAL FACTORS:** Open area subject to constant public contact, telephone calls, and frequent noise. May include exposure to high-stress situations or environments, including, contact with the public in confrontational or unpleasant circumstances and other stressful conditions related to the workplace.

  
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Department Director

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Mayor/Chief Administrative Officer

  
\_\_\_\_\_  
Date

**NOTE:** The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.