



Title: Librarian I

FLSA STATUS: Exempt from overtime under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from the Libraries & Cultural Services Manager, Librarian III or II.

Exercises direct supervision over full time, part time, seasonal and contractual employees

MINIMUM QUALIFICATIONS

- **Education:** Master's degree in Library Science from an American Library Association accredited university or equivalent.
- **Experience:** Minimum of three years related experience. Requires a working knowledge of specialized practices, equipment and procedures.
- **Licenses/Certifications/Special Requirements:** Valid AZ Drivers License upon hire.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.

JOB SUMMARY

The purpose of this position is to provide customer service to library patrons and may include providing reference services using online catalog and databases, collection development and maintenance, bibliographic and technological instruction, library programming or managing library technical services. Serves on committees, assists with special functions and events, assists at the service desk and coordinates assignments with volunteers.



ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Reference. Performs research using library online catalog and databases; assists and instructs customers in location of materials; conducts reference interview; has knowledge of resources.
2	Collection Development. Manages materials budget based upon circulation statistics and evaluation of community needs; maintains quality of collection by following proper weeding requirements.
3	Library Programming. Oversees and provides a variety of library programming; develops and implements programs; considers community needs regarding which programs to offer; evaluates literacy activities.
4	Library Support. Supervises volunteers as assigned; schedules coverage as assigned; acts as Librarian in Charge in absence of Library Manager or Librarian III or II; may file incident reports and notify emergency personnel.
5	Technology. Provides support with electronic devices, library software and automation system. Communicates trends, changes and opportunities to library staff and I.T. Provide bibliographic and computer/technology instruction. Assist with system upgrades and troubleshoot software, hardware and peripherals. Maintain library website and seek grant opportunities. Serves as point of contact regarding technology.
6	Technical Services: Handles all aspects of expenditures related to acquisitions of library materials including electronic invoicing (EDI). Generates budgeting and collection development reports. Makes technical decisions involving the creation, use and management of MARC bibliographic records and database maintenance. Serves as administrator of library automation system and liaison to City I.T and outside vendors.



PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with "X"				
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
Sedentary	Light	Medium	X	Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.		Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.

Work Environment for this position is indicated below with "X"			
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.			
Office	X	Outdoors	Vehicle
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, printers, copiers / fax, and related software, telephone, TV monitor, DVD player, eReaders, barcode scanner, guest pass machine, pay-to-print, ladders, Ellison machine, laminator, hammer, mallet, paper cutter, tape measure, screwdriver.

PROTECTIVE EQUIPMENT REQUIRED:

None required.