

LIBRARIAN

NATURE OF WORK

This is professional library work requiring skill and knowledge in the field of library science, and the ability to work well with the public and colleagues.

Work involves the application of professional library principles and procedures to a variety of library operations. Work is performed under general supervision with employees exercising independent judgment in the disposition of routine work matters. Work decisions are made in accordance with departmental policies and procedures; public service librarians may work regularly on evenings or weekends as assigned to meet customer service demands. Work may include selecting or cataloging library materials; providing customers with research or readers' advisory assistance; developing library collections; planning library programs for children or adults; creation of content for library website; developing relationships with community organizations or individuals in support of library goals; participation in development of overall library goal-setting. Supervision is received from a professional supervisor with work being reviewed through observation of performance, conferences, indications of initiative and leadership, and the quality of services provided. Supervision may be exercised over Library Associates, unclassified staff, or volunteers.

EXAMPLES OF WORK PERFORMED

Assists and educates customers with their research and readers advisory requests using varied sources.

Addresses questions regarding library policy.

Catalogs and classifies materials.

Provides staff training.

Develops and presents programs for youth or adults.

Makes presentations and develops relationships outside the library.

Creates content for library website or social media.

Supervises staff in providing library services; evaluates performance; interviews and selects job applicants.

Provides system-wide expertise or leadership for a particular area, such as circulation policy, periodicals, Nebraska authors, or young adults.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the history, practices, and ethics of librarianship.

Ability to work well with the public and colleagues.

Ability to apply problem-solving skills and leadership to issues or problems.

Ability to communicate orally, in writing, and via electronic means.

Ability to assume responsibility when building-level supervisor is absent.

Ability to plan, supervise, train, and evaluate the work of employees.

Ability to learn new processes and informational resources.

Ability to establish and maintain effective working relationships with coworkers.

Ability to organize work and follow through on assignments.

Skills such as organizing information, cataloging, collection development, outreach, programming, or research.

Skill in keyboarding and operation of general office software.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university supplemented by a Master's Degree in an ALA-accredited library science program, and two years of experience in a library or customer service setting; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

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* This class combines the work of the former Librarian I, Librarian II and Library Supervisor II. Individuals listed on a Reemployment List for Librarian I are eligible for recall to this classification.