

LIBRARIAN I

CLASSIFICATION: Classified

IMMEDIATE SUPERVISOR'S TITLE: Librarian II

EVALUATOR'S TITLE: Site Administrator

JOB SUMMARY: Under the direction of the Librarian II, perform responsible clerical duties, supervise and maintain library operations, and perform related duties as assigned.

ESSENTIAL DUTIES:

- Execute exceptional customer service to all students, faculty and administration
- Assist with maintenance of catalogues, lists and bibliographies pertaining to library materials; maintain library website, calendar and instructional/promotional resources
- Participate in research for selection of school library resources
- Assist with instruction of students and staff in the use of library facilities
- Oversee repair of books, magazines and other school library materials and equipment
- Perform duties of the Librarian II when required
- Check books and other materials in and out of the library
- Notify students and staff of overdue materials and debts
- Supervise students in the Library

OTHER DUTIES:

- Assist in processing of new books and other resources for circulation
- Assist with supervision of student aides
- Perform the duties of Library/Media Clerk
- Comply with the American Library Association Code of Ethics
- Perform other duties as assigned

EMPLOYMENT STANDARDS:

• **Training and Experience** - Two years experience in a school library, or an academic library. Knowledge of: computers and computer programs used in libraries and media centers, research methods, and catalogue systems, responsible clerical skills. Ability to: work with limited supervision; communicate effectively with secondary school students and staff of diverse backgrounds; assist students and staff with basic library use. Good organizational skills.

• **Physical Effort/Working Environment** - Indoor work environment; frequent lifting **and cleaning** of books and small packages and some retrieval of books from high shelves.

• **Licenses** - A valid Class 3 California driver's license and evidence of appropriate automobile insurance based on DMV regulations may be required.

• **Education** - Bachelor's Degree with coursework in library/information sciences, or Associate's Degree with extensive library experience.

Classified Salary Schedule - Range 29

Work Year: 10 months

Approved: June 17, 1999

Revised: June 22, 2011