Librarian I (5749)

**Basic Purpose/Job Function:** Provides library services following established standards

**Examples of Titles Replaced:** Librarian I

**Typical Functions May Include:**

1. Provides reference services to library patrons to include answering questions, preparing and maintaining materials.
2. Catalogs and classifies materials
3. Performs bibliographic searches
4. Develops guides to the library collections and research aids
5. Participates in collection development
6. Provides bibliographic instruction including computer assisted research
7. Promotes and represents library to internal and external clients
8. Performs other related duties as assigned

**Risk Management:** Uses established safety practices to protect the health and safety of personnel and property.

**Supervision of Others:** May supervisor a small staff

**Supervision Received:** Receives general supervision from designated supervisor

**Minimum Qualifications:**

- **Education:** Bachelor’s Degree  
  **Type:** Library Science or other as determined by department
- **Experience:** 0 - 24  
  **Type:** Determined by department
- **Skills:** Effective oral and written communication; computer skills
- **Special Requirements:** Frequent exposure to interruptions; may be required to travel; ability to lift, bend, stoop, carry and climb
- **Licenses:** Determined by the nature of the position and/or department
- **Certifications:** Determined by the nature of the position and/or department

Minimum requirements may be met by an equivalent combination of education and experience, unless otherwise designated in writing by the department.

Departments are responsible for site-specific job descriptions.