

FULTON COUNTY, GEORGIA

CLASS SPECIFICATION

CLASS TITLE: Librarian

CLASS CODE: 202355	EEO CODE: B	SALARY RANGE: C42	FLSA STATUS: Exempt	PHYSICAL PROFILE: #2	TEST CATEGORY: C
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JOB SUMMARY: Incumbent in this class performs process duties related to conducting entry-level professional librarian activities. Responsibilities include providing library services, cataloging library materials, and serving as a primary source of information for library patrons.

DISTINGUISHING CHARACTERISTICS: This is the first level within a five-level professional Librarian classification series. Librarian is distinguished from Librarian II in that the former performs general librarian duties, whereas the latter performs specialized librarian activities in addition to providing lead direction.

ESSENTIAL DUTIES: (This list is a representative sample: position assignments may vary.)

- Assists in the maintenance of an assigned library section or collection as required.
- Selects books and/or audio-visual materials, evaluates publications, places orders for new material, identifies titles for cancellation, processes subscription orders and claims, and discards unneeded materials.
- Assists in developing library programs and workshops as required.
- Assists with inventorying archives as required.
- Assists with the development of archival procedures and the evaluation and classification of manuscripts and research materials as required.
- Serves as a general reference resource for library patrons and provides assistance in locating research information.
- Provides assistance to users with special needs and organizes materials for special programs.
- Catalogs library materials as required.
- Establishes and maintains viable relationships with community agencies and institutions and develops partnerships to enhance library system awareness and promote services.
- Serves as a community liaison for collection development.

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KNOWLEDGE: (position requirements at entry):

Knowledge of:

- Principles and practices of library science;
- Current trends in public libraries, consortiums, and/or professional associations;
- Principles, practices, and procedures of cataloging and classification systems which includes Anglo American Cataloging Rules II, United States Machine and Readable Cataloging Records, and related cataloging and classification systems.
- Principles and practices of personnel administration;
- Diverse cultural practices and customs;
- Principles and practices of budget development and administration;
- Methods and techniques used in developing library collections;
- Personal computers and Microsoft Office software;
- Methods and techniques used to conduct research and reference interviews;
- Principles and practices of library special collections;
- Principles and practices of customer service;
- Integrated library systems;
- Principles and practices of library archiving;
- Subject topics related to assigned library section or collection;
- Library weeding guidelines;
- Methods and techniques used to develop library programs;
- Online library reference databases.

SKILLS: (position requirements at entry):

Skills in:

- Conducting effective community outreach;
- Developing library programs;
- Interpreting and explaining library policies and procedures preferred;
- Accessing automated reference databases;
- Communicating with patrons of diverse ethnic backgrounds;
- Evaluating library inventory;
- Preparing and presenting oral and written communications/reports;
- Providing effective customer service;
- Operating personal computers, including spreadsheet, database, word processing, presentation, and reference information retrieval software;
- Establishing and maintaining effective working relationships with other County personnel, officials, and the general public;
- Communication and interpersonal techniques as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.

EXPERIENCE AND TRAINING: (position requirements at entry):

Master's degree in library science from a college or university accredited by the American Library Association (ALA).

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LICENSING REQUIREMENTS: (position requirements at entry):

- Certification as a Professional Librarian issued by the State of Georgia;
- Valid State of Georgia Driver's License (*as required by position assignment*).

PHYSICAL REQUIREMENTS:

Positions in this class typically require standing, walking, fingering, grasping, talking, hearing, and seeing.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Physical Profile:

This is a Category #2 Physical Profile class and position. All applicants for initial entry by outside hiring into a permanent Fulton County position in this category shall be required to conform to **Part II** of the physical standards and criteria as approved and established by Personnel Board resolution dated November 1, 1988.

Classification History: Revised by Fulton County Personnel 7/2/04.