

TITLE*Librarian***QUALIFICATION**

- Valid teacher's license;
- Appropriate certification;
- Sufficient experience in library management; and
- Strong, written, verbal, analytical and interpersonal skills.

JOB GOAL

- Furnishes information on library activities, facilities, rules and services;
- Explains and assists in use of reference sources, such as the card or book catalog, periodical indexes and computerized search systems to locate information;
- Describes or demonstrates procedures for searching catalog files and computerized search systems;
- Searches catalog files and shelves to locate information;
- Issues and receives materials for circulation or for use in library;
- Assembles and arranges displays of books and other library materials;
- Maintains reference and circulation materials;
- Answers correspondence on special reference subjects;
- Selects, orders, catalogs, and classifies materials;
- Plans library assignments with teachers and students;
- Promotes good library conduct;
- Helps students develop skills in using library;
- Plans and directs or carries out special projects involving library promotion and outreach activity; and
- Performs other work-related duties as assigned.

PHYSICAL DEMANDS

This job may require lifting of objects that exceed 25 lbs., with frequent lifting and/or carrying of objects weighing up to 10 lbs. Other physical demands that may be required are as follows:

- Pushing and/or pulling
- Climbing
- Stooping and/or kneeling
- Reaching
- Talking
- Hearing
- Seeing

TEMPERAMENT (Personal traits)

- Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
- Adaptability to accepting responsibility for the directions, control, or planning of an activity.
- Adaptability to dealing with people.
- Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.

CAPACITY AND ABILITY REQUIREMENTS

Specific capacities and abilities may be required of an individual in order to learn or perform adequately a task or job duty.

- *Intelligence*: The ability to understand instructions and underlying principles. Ability to reason and make judgments.
- *Verbal*: Ability to understand meanings of words and ideas associated with them, and to use them effectively.
- *Manual Dexterity*: Ability to move hands easily and manipulate small objects with the fingers.

WORK CONDITIONS

Normal working environment.

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.

Librarian