

City of Dallas
Classification Specification

Title:	Librarian I	Class Code:	09740
Application:	Career Series	Pay Grade:	H
Supplemental/Code:	Professional/2	Established:	10/01/94
FLSA:	Non-Exempt	Revised:	01/01/09

Position Purpose:

Provides quality library service through research, reference assistance, reader's advisory, instructions on the use of the library, and proper cataloging to meet the informational and research needs of the patrons.

Essential Functions Depending on Location

1. Organizes and maintains division collections for optimal usage by library patrons and staff, and assists in collection development by evaluating and selecting new materials for purchase.
2. Provides assistance to library users in learning to use computers, computerized catalogue microfilm/microfiche equipment, copiers, electronic databases, and reference material.
3. Conducts research related to general and specialized questions in specific subject area for patrons.
4. Plans, prepares, and produces printed bibliography lists and information sheets for public use.
5. Assigns proper classifications and descriptions for English and foreign language books, serials, video tapes, audio tapes, music, and films by analyzing the materials' content and interpreting technical rules from various cataloging references including the latest edition of the Dewey Decimal Classification System.
6. Develops and creates displays and exhibits to increase division/branch usage and circulation of material.
7. Develops and presents informational outreach programs to promote awareness of the collection and serves as a liaison between the library and other community organizations.
8. Provides reader's advisory, reference assistance, and interpretation of materials for adults, young adults, youth, and pre-schoolers.
9. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills, and Abilities Required to Perform Work:

Knowledge of basic computer usage.

Knowledge of electronic indexes.

Knowledge of reference material in specified subject area or general reference section.

Knowledge of library policies and procedures.

Knowledge of techniques used in public reference, information, reader's advisory services, and technical processing such as classifying and cataloging.

Basic knowledge of research techniques.

Ability to relate to the general public, community leaders, and other employees.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Ability to communicate effectively both orally and in writing.

Ability to organize, plan, and design exhibits in subject area.

Ability to read and understand printed information.

Ability to supervise others, coordinate/assign work schedules, and give instructions.

Must have a Masters of Library Science.

Working Conditions and Hazards

Requires frequent walking and bending.

Could be required to lift up to 40 pounds.

Could be required to work nights and/or weekends.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.