



CITY OF CALEXICO

CLASS TITLE: REFERENCE LIBRARIAN

SALARY: \$3,922 - \$4,768 RANGE: G-33

BASIC FUNCTION:

Under direction of the Community Services Director, assists in the supervision of Library support staff and the development of Library goals, objects, procedures, and work standards.

DISTINGUISHING CHARACTERISTICS

GENERAL INFORMATION:

Bargaining Unit: Unrepresented, Management

FLSA Status: Exempt

KEY RESPONSABILITIES:

Provides specialized reader's advisory and reference serves to patrons of all ages.
Orients patrons to Library procedures, practices, and specialized information sources.
Assists in the preparation of reading lists and bibliographies.
Develops and maintains special files and collections.
Works with a variety of computer programs and networks used in the Library.
Assists in the planning and conducting Library programs for young adults and adults.
May represent the Library in meetings with citizens or special interest groups.
Provides assistance in reviewing, evaluating and selecting materials for addition to or deletion from the collection.
Assist with implementation and training of the use of the Internet.
Helps maintain Library Web page up-to-date.
Prepares reports, newsletters, newspaper articles, correspondence and statistical reports.
Perform related duties as assigned.

The preceding activities have been provided as examples of the work performed by persons assigned to this position. The City reserves the right to add, modify, change or rescind work assignments as needed.

KNOWLEDGE AND ABILITIES:

**Revised December 2013
Ewing Consulting Services**

KNOWLEDGE OF:

Automated Library systems.
Internet and computer usage.
Books, authors and reference sources in a variety of areas.
Search techniques.
Patron advisory methods and practices.
Library methods, procedures and terminology.
Library classification systems.
Location of materials in the Library.
Operation of a variety of office equipment including a computer.
Audio-visual equipment and modern media materials.
Record-keeping and report preparation techniques.
Principles of training and providing work directions.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Basic math.

ABILITY TO:

Provide general and reference assistance to patrons.
Maintain records and files and prepare reports.
Train and provide work direction to others.
Plan, train, and review the work of support staff.
Complete work with many interruptions.
Understand and follow oral and written instructions.
Type at an acceptable rate of speed.
Plan and organize work.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with fellow employees, supervisors, other agencies and the general public.
Add, subtract, multiply and divide quickly and accurately.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in Library Science, public administration or related field.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

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SCHEDULE:

Weekends and varying hours between 8:00 a.m. and 8:00 p.m. during the week.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials and monitor student behavior.

Hearing and speaking to exchange information.

Sitting or standing for extended periods of time.

Lifting, carrying, pushing and pulling moderately heavy books and library carts.

Bending at the waist, kneeling or crouching.

Reaching overhead, above the shoulders and horizontally.

Climbing ladders to shelve books.