



Code: 0501
Family: Library
Service: Administrative
Group: Clerical, Accounting and General Office
Series: Library

CLASS TITLE: LIBRARIAN I

CHARACTERISTICS OF THE CLASS

Under supervision, performs entry-level professional library work in a public service division or unit at a Chicago Public Library, and performs related duties as required

ESSENTIAL DUTIES

- Assists library patrons in using facility resources (e.g., catalog of library materials, indexes, reference materials)
- Assists in developing and administering library programs and services (e.g., adult book discussion, library orientation, bibliographic instruction, children's programs)
- Prepares reading lists, bibliographies and annotations for library collections
- Responds to questions and requests for information regarding library collections
- Oversees library collections and makes recommendations for the acquisition of new materials and collections
- Performs collection maintenance activities including shelving and purging of library materials
- Conducts research on bibliographic data using library databases and the Internet
- Promotes library programs, services and exhibits (e.g., designing flyers or displays, visiting area schools and community organizations)
- Compiles and maintains records and reports of library activities and inventories
- Processes interlibrary loans, reserves and holds
- Classifies and catalogs books and other library materials
- Assists in writing grants or seeking outside support for library programs
- May supervise the work of Library Associates, Library Pages and clerical staff

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited American Library Association college or university with a Master's degree in Library Science or an approved foreign credential evaluation.

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- Public library environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)

Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, scanner)

PHYSICAL REQUIREMENTS

- Some lifting (up to 25 pounds) is required
- Ability to stand for extended or continuous periods of time
- Ability to bend, stretch, twist, or reach out with one's body, arms, and/or legs
- Ability to climb staircases, ladders, and/or step stools
- Ability to push gurneys and book carts

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Some knowledge of:

- *on-line library systems
- *reference services and resource polices, procedures, and practices
- *library cataloging and classification procedures
- use of library equipment and materials
- library circulation practices and procedures
- library organization, procedures, policies, and objectives
- applicable computer software packages and applications
- *collection development techniques and methods

Knowledge of applicable City and department policies, procedures, rules, and regulations

Other knowledge as required for successful performance in the Library Associate class

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- INSTRUCTING - Teach others how to do something
- *SERVICE ORIENTATION - Actively look for ways to help people

Other skills as required for successful performance in the Library Associate class

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand

- **COMPREHEND WRITTEN INFORMATION** - Read and understand information and ideas presented in writing
- **WRITE** - Communicate information and ideas in writing so others will understand
- **MAKE SENSE OF INFORMATION** - Quickly make sense of, combine, and organize information into meaningful patterns
- **ORGANIZE INFORMATION** - Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations)

Other abilities as required for successful performance in the Library Associate class

Other Work Requirements

- **INITIATIVE** - Demonstrate willingness to take on job challenges
- **COOPERATION** - Be pleasant with others on the job and display a good-natured, cooperative attitude
- **DEPENDABILITY** - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- **ATTENTION TO DETAIL** - Pay careful attention to detail and thoroughness in completing work tasks

Other characteristics as required for successful performance in the Library Associate class

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
April, 2013