Librarian

Job Code 00001602

General Description
Responsible for providing professional reference assistance through interpreting and analyzing patron’s information needs; matching information needs with print, non-print, non-book, and electronic resources; teaching patrons how to use resources; and interpreting and synthesizing research outcomes.

Examples of Duties
Interview, interpret, and analyze patron’s information needs and match information needs with print and or electronic resources.
Synthesize and interpret research results.
Teach patrons how to use library resources.
Perform computer assisted database searches including on-line and CD-ROM technologies.
Participate in collection development.
Conduct library instruction in an electronic and/or traditional classroom setting.
Prepare reports.
May supervise staff.
Conduct instructional workshops.
Develop guides, bibliographies, directories, and other various handouts to support library instructions on sessions and Internet workshops.
Participate in daily management of library instruction program.
Oversee the daily operation of the music library and its resources.
Evaluate collection and identify new sources of information and literature.
Acquire scores, sound recordings, books and other music materials by identifying materials and vendors.
Process gifts from donors.
Determine needs for microcomputer lab and purchase materials for upgrades.
Maintain computer lab by establishing user interface, installing hardware and software and troubleshooting problems.
Assist in the preparation of library policies and procedures.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: the field of librarianship theory and practice; of core reference/library materials; of resources external to the library.

Skill in: conducting patron reference interviews, interacting with co-workers, listening discussing, suggesting alternatives, teaching techniques, interpreting results; in computer use, Internet searching, e- mail, word processing, desktop publishing, and accessing software on mainframe; in public speaking and teaching
**Ability to:** Interpret complex reference documents, use indices, tables of contents, and interpret texts for content; to create instruction sheets and guides for various library skills sessions, workshops and correspondence; to interpret statistical charts and graphs; to understand percentages, explain complex charts, graphs and other statistical calculations; to maintain high quality work and provide assistance with continuous interruptions and deadlines; to access resources external to the library.

**Experience and Education**
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

**Other Requirements**
Masters Degree in Library Science from an ALA accredited school.