



**Code: 0503**  
Family: Library  
Service: Administrative  
Group: Clerical, Accounting and General Office  
Series: Library

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## **CLASS TITLE: LIBRARIAN I - HOURLY**

### **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 policies, 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

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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.

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City of Chicago  
Department of Human Resources  
April, 2013