

**Code: 0506**

Family: Library

Service: Administrative

Group: Clerical, Accounting and General Office

Series: Library



## **CLASS TITLE: LIBRARIAN II**

### **CHARACTERISTICS OF THE CLASS**

Under supervision, performs fully functional professional library work as the first assistant of a small branch library (e.g., children's or adult services librarian or librarian responsible for a specific subject collection), and performs related duties as required

### **ESSENTIAL DUTIES**

- Develops, coordinates, and administers library programs and services (e.g., library orientation tours, book festivals)
- Oversees library collections and facilities, recommends acquisition of new materials, repairs or discards materials as required, and prepares reading lists, bibliographies, and annotations for library collections
- Performs collection maintenance activities including shelving and purging of library materials
- Assists library patrons in using facility resources including the catalog of library materials, indexes and reference materials
- Responds to questions and requests for information, which may include specialized bibliographic research work
- Conducts research on bibliographic data using library databases and the Internet
- Classifies and catalogs books, pamphlets, and other library materials, as required
- Promotes and coordinates library programs, services and exhibits (e.g., designing flyers or displays, visiting area schools and community organizations)
- Trains and supervises other librarians and library personnel
- Processes interlibrary loans, reserves and holds for requested materials
- Ensures the orderly physical condition of library facilities

**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 plus one year of professional library experience.

#### **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**

Moderate 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 organization, procedures, policies, and objectives
- library circulation practices and procedures
- specialized library programs and services
- applicable computer software packages and applications
- \*collection development techniques and methods

Some knowledge of:

- trends in library resources
- book market, trade bibliographies, and other library tools and selections

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

Other knowledge as required for successful performance in the Librarian I 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, take 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 Librarian I 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
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns

Other abilities as required for successful performance in the Librarian I 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 Librarian I 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