

LIBRARIAN

DEFINITION

Under general direction, performs work of a varied and professional nature including the planning and delivery of specific library services, the development and classification of a library collection, and reference and readers' services to specific user groups. Performs related work as required.

EXAMPLES OF DUTIES

Plans, schedules, and supervises extension services (bookmobile and interlibrary loan) or outreach services; selects library materials; supervises circulation of materials; develops and recommends library policies and procedures; performs basic cataloging functions; provides professional reference and readers' advisory services; may supervise library assistants and clerical workers; maintains service and financial records; drafts grant proposals and administers grant-funded projects; plans and presents programs of interest to target audiences; develops and disseminates public information materials; and may be appointed to act for Library Director in her/his absence.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of training and experience equivalent to a master's degree in library science from an accredited library school and two years professional librarian experience in a public library.

Knowledge, Skills and Abilities: Knowledge of library principles, practice, and techniques, knowledge of the literature and practices in the particular field of special services, possess effective oral and written communication skills; ability to carry out library policies; ability to analyze and respond to community needs, ability to plan and direct the work of others; ability to serve the public with tact and to work cooperatively with other staff.

Special Requirements: Must have access to personal transportation, possess or be eligible for a valid Wisconsin driver's license and be eligible for certification as a Librarian I by the Division for Library Services, State of Wisconsin, Department of Public Instruction.