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**NASSAU COUNTY**  
**SCHOOL DISTRICTS**  
**CLASS SPECIFICATION**

**Title : LIBRARIAN I**  
**Code: 310045 NMF**  
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**Competitive**

**GENERAL STATEMENT OF DUTIES**

Performs entry-level professional librarian duties; performs related duties as required.

**COMPLEXITY OF DUTIES**

Under direct supervision, employees in this class are expected to learn the specific applications of professional training. Supervision may occasionally be exercised over clerical personnel and pages in particular tasks.

**TYPICAL DUTIES**

1. Provides advisory and guidance services.
2. Performs basic cataloging and classification techniques.
3. Answers reference questions.
4. Compiles bibliographies.
5. Conducts book talks, multimedia programs, story and picture book hours, and liaison activities with community groups.
6. Supervises the work of clerical personnel, as required.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES**

1. Knowledge of modern principles and practices of library services.
2. Knowledge of modern library organization, procedures, and materials.
3. Ability to perform technical librarian tasks.
4. Ability to establish and maintain effective working relationships with associates, subordinates, and the public.

**MINIMUM QUALIFICATIONS**

**Training and Experience**

Possession of a New York State Public Librarian's Professional Certificate.

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