

# REFERENCE LIBRARIAN

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## General Summary

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### JOB OBJECTIVE:

The fundamental reason this classification exists is to perform entry level professional library work by applying the full scope of basic library knowledge and techniques in the performance of duties. Work involves analyzing the public's library needs, selecting library material, applying bibliographic control techniques to library materials, advising the public in their use of library materials, and handling reference and information search requests. Work is performed in accordance with established policies and accepted library practices and procedures. Some positions supervise a shift of Library Assistants, Library Circulation Attendants, and Library Clerks working at a branch library or a section of the Central Library when the regular supervisor is absent. Work is performed independently and guidance is received from a Librarian III or other section head through review and coordination of plans and programs and frequent conferences.

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## Essential Functions and Responsibilities

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Answers reference questions and performs readers' advisory services;

Reviews assigned media and selects books and other library materials for purchase on the basis of established selection criteria and the needs of library users;

Verifies book orders for exact bibliographic data and related information to ensure proper ordering;

Participates in library committee work and contributes to cooperative efforts in producing recommended reading lists and selection lists;

When assigned, assumes shift responsibility for a branch library or a Central Library section when the supervisor is absent and the performance of his or her function is required;

Technical Services Checks the work products of Library Assistants, Library Technical Assistants, and Remote Computer Terminal Operators for quality control purposes;

Trains clerical staff in acquisition policies and procedures, and the operation of various automated systems;

Supervises and participates in the acquisition of books, reference materials, video and audio media, and other materials including selecting, ordering, receiving, paying and vendor monitoring;

Supervises the Acquisitions Center in the absence of the Acquisitions Center Supervisor;

Performs original cataloging of library materials;

Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

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## Knowledge, Skills, and Abilities

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Knowledge of:

Principles and practices of public libraries.

Principles and techniques of library materials selection and cataloging.

Books, publishing, the book trade, and book review media.

Basic reference tools and services.

Automated library information retrieval systems.

Ability to:

Analyze, evaluate, and appropriately select popular level library materials.

Find answers to general reference questions that are answerable from materials in the library's collections.

Work cooperatively with other City employees and the general public.

Communicate in the English language by phone or in person in a one-to-one or group setting.

Comprehend and make inferences from written material.

Enter or retrieve information from a computer by operating a keyboard.

Work safely without presenting a direct threat to self or others.

## Education, Experience, and Training

### ACCEPTABLE EXPERIENCE AND TRAINING:

A master's degree in library science from an American Library Association (ALA) accredited institution. Other combinations of experience and education that meet the minimum requirements may be substituted.

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## Additional Qualifications

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Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.

Some positions will require the performance of other essential and marginal functions depending upon work location, assignment, or shift. Some positions require use of personal or City vehicle.

Brumley, Rebecca. *Neal-Schuman Directory of Public Library Job Descriptions*. New York: Neal-Schuman Publishers, 2005.