

LIBRARIAN I (SPANISH SPEAKING)

DISTINGUISHING FEATURES OF THE CLASS: This is the entry-level position for library school graduates. Employees in this class are expected to learn the specific applications of professional training by the performance of duties under the supervision of professional librarians in higher level positions. Instructions may be issued at the beginning of each new assignment. Employees in this class are assigned work progressively more difficult as their experience in the field broadens. Supervision may be exercised over clerical personnel in particular tasks. Duties require proficiency in both Spanish and English languages. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Communicates orally and in writing in both Spanish and English;

Provides reader's advisory services and instruction to library users in both Spanish and English;

Provides library informational, reference and referral services in both Spanish and English;

Interprets for Spanish-speaking patrons working with library staff;

Performs original cataloging and classification and record editing of library materials;

Performs collection development by recommending titles in both Spanish and English for purchase and/or deletion;

Plans and conducts library programs for adults and children in both Spanish and English;

Compiles bibliographies in both Spanish and English and functions as subject specialist;

Performs on-line database searches, and search training;

Serves as a liaison for library services to community groups or other libraries;

Designs and produces public relations and library instruction materials in both Spanish and English;

Prepares statistical and/or narrative reports, memoranda and correspondence in both Spanish and English;

Translates library informational material into Spanish including program flyers, policies, procedures and lists of library materials;

Performs outreach services to the Spanish-speaking community;

Keeps informed of professional developments through participation in professional organizations, system meetings, workshops, continuing education courses and reading professional materials;

EXAMPLES OF WORK (Illustrative Only) (Cont'd.):

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail, and database software in performing work assignments;

May supervise the work of clerical, paraprofessional and volunteer personnel in assigned tasks.

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES: Good knowledge of modern principles and practices of library science; good knowledge of on-line database systems; good knowledge of bibliographic tools and sources; good knowledge of library materials and collection issues for a specific subject area if functioning as a subject specialist; good knowledge of library materials and collection issues for Spanish language library materials; good knowledge of modern library organizations, procedures, policies, aims, and services; skill and accuracy in the performance of technical library tasks; ability to perform as a team member in the planning and implementation of automation or other library programs; ability to think critically to understand the needs of library patrons and groups and to prescribe information or materials accordingly; ability to develop and conduct programming for Spanish speaking patrons; ability to carry out library policies and procedures; ability to read and comprehend library literature and research; ability to express ideas clearly and effectively both orally and in writing to groups and individuals; ability to plan, coordinate, and supervise the work of others; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; ability to read, write and converse fluently in the Spanish language at a level sufficient to pass a Spanish Language Proficiency test; ability to use computer applications such as spreadsheets, word processing, e-mail, and database software; tact and courtesy in dealing with staff and public; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE EXPERIENCE AND TRAINING: Master's Degree* in Librarianship from a school that is accredited by the American Library Association or recognized by the New York State Education Department as following acceptable education practices.

SPECIAL REQUIREMENT: Possession of a New York State Public Librarians professional certificate.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

Towns, Villages, Special Districts,
Cities of Rye and Peekskill,
School Districts

J.C.: Competitive
1c

Job Class Code: 0979
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