

Librarian I

Class Concept

Positions provide library reference, research, depository, interlibrary loan, acquisition, cataloging, digital information management, outreach, circulation and/or instruction services to library users, staff of state government agencies, library partners, and the public. Employees provide access to physical and digital publications, materials, and resources, including state and federal government materials; acquire, catalog, and process library materials for library collections; support online library resources; digitize materials, support born-digital assets over the course of their lifecycle; support the integrated library, content management, and digital asset management systems; provide access to and preserve digital and physical resources; and apply standards, guidelines and procedures. Employees may develop and deliver instructional materials and training, and may develop and offer outreach activities and programs. Employees may supervise support staff in a work unit.

Recruitment Standards

Knowledge, Skills, and Abilities

- Working knowledge and understanding of the practices, policies, standards, and trends of Library and Information Science, especially as they apply to specialized areas (special collections, government documents, digital information management, systems, instruction, outreach, user experience/usability, reference services, cataloging and metadata services, or other.)
- Working knowledge of the services and programs provided to library users including access to library data, collections and information (electronic and physical), reference and research service, and digital services
- Working knowledge of and skills related to providing reference services, library instruction, cataloging and metadata creation, library outreach, collection management and preservation, or digital information management.
- Working knowledge of and skills related to the use of current library systems, technologies and tools used in the library and information science profession.

Minimum Education and Experience

Master's degree in library and information science or a related discipline from an appropriately accredited institution; or equivalent combination of education and experience.