

## Title: LIBRARIAN I



### Job Description:

This is entry level professional work for the New Orleans Public Library System in a variety of phases of library operations. Employees in this classification are responsible for the application of professional library principles and practices to various assignments in all areas of library operations. Responsibilities may include assisting the public in the use of information technology, performing complex reference activities, analyzing collection development needs, and continuous familiarization with the library's resources and developments in the profession. Supervision duties may be exercised over a staff of clerical, para-professional or technical employees. Librarians in this rank are expected to provide a professional attitude regarding library service and customers, and to utilize and promote customer service strategies with fellow staff to both internal and external customers.

### Illustrative Tasks:

- Performs complex reference activities including researching and providing patrons with documented answers to reference questions; instructs patrons in the use of bibliographic materials and information technology; assists patrons in the selection of library materials; performs specialized library programming; resolves patron problems concerning library or Parish policies.
- Analyzes collection development needs, oversees the selection of materials, prepares bibliographies and provides readers advisory and reference services for assigned areas of responsibility.
- Exercises responsibility for the proper maintenance of library materials and equipment in an assigned library area.
- Plans, assigns, and reviews the work of para-professional, clerical, technical, and volunteer workers engaged in a variety of library activities.
- Maintains an awareness of current library issues and trends by reading professional and related literature and attending workshops, conferences, and courses.
- Classifies, catalogs, and orders library materials.
- Performs related lower level work as required.

### Knowledge, Abilities, and Skills:

- Familiar with NOPL's collection and patron population
- Familiar with Horizon (ILS)
- Selection experience, preferably at a broad level
- Supervisory experience
- Positive Attitude towards public service work
- Self Motivated
- Considerable knowledge of professional library "best practice" principles, methods, and materials. Attention to current trends desirable.
- Knowledge of library reference materials and tools of research.
- Knowledge of library automatic systems and applications.
- Some knowledge of supervisory principles and practices.
- Considerable Knowledge of customer service principles and techniques.
- Ability to comprehend and apply technical library theory.
- Ability to perform effective library reference, readers advisory duties, and other professional level library work.
- Considerable ability to establish and maintain effective working relations with library patrons, employees, and supervisors.
- Considerable ability to understand and implement library policy and procedures
- Ability to effectively express ideas and information verbally, and in writing.
- Ability to supervise subordinates in a manner conducive to full performance and high morale.
- Ability to maintain fiscal and administrative records.
- Ability to prepare written reports.
- Ability to travel as needed

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### Minimum Qualifications Requirements:

- Master's Degree in Library Science from an A.L.A. accredited or approved equivalent graduate school.
- Must be able to work nights and weekends.
- Must be able to stand for extensive periods of time during the work day
- Must be able to lift 25 lbs.
- Must be able to work at any location in the New Orleans Public Library System

### Annual Salary: \$33,524

- Benefits include: Longevity Pay, Annual Leave, Sick Leave, Paid Holidays, Health, Life, Dental, Vision Insurance and Pension Participation.

### How to Apply:

- Understand the application procedure through the City of New Orleans Civil Service Department:  
<http://cityofno.com/pg-31-8-applying-with-civil-service.aspx>
- Prepare the following documents:
  - Personal History Form: <http://cityofno.com/Portals/Portal31/Resources/PersonalHistory.pdf>
  - Application for Examination: <http://cityofno.com/Portals/Portal31/Resources/AppForExam.pdf>
    - ❖ Note: You must fill out the Application for Examination form even though there is no exam. Your application will be based on experience.
  - An *original* official Transcript or diploma reflecting a Master's degree in Library Science from an A.L.A. accredited or approved equivalent graduate school.
- Apply in person at the City Hall Civil Service Office listed below. If you can not apply in person, please *mail* your documents to the address below:

Civil Service Department  
Room 7W03, City Hall  
1300 Perdido Street  
New Orleans, Louisiana, 70112  
(504) 658-3500  
Mon-Fri, 9a-5p

- Once you meet the requirements above, Civil Service will notify you that you have been added to the "register" for the position. The register is used by the New Orleans Public Library to contact candidates they would like to interview.
- After you have been added to the register, you may email a cover letter and resume for additional consideration to [hr@gno.lib.la.us](mailto:hr@gno.lib.la.us)

Human Resources  
New Orleans Public Library  
219 Loyola Avenue  
New Orleans, LA 70112

T: 504-596-2607  
F: 504-596-2659  
[hr@gno.lib.la.us](mailto:hr@gno.lib.la.us)  
[www.neworleanspubliclibrary.org](http://www.neworleanspubliclibrary.org)  
. . .Speaking Volumes

- Employment offers are conditional upon a successful drug screening, background check, and reference checks. The New Orleans Public Library is an Equal Opportunity Employer.