

Librarian I – Open Competitive

Candidates interested in applying for Librarian I positions should do the following:

- Email their resume and cover letter to director@longbeachlibrary.org
- Follow [Long Beach Civil Service instructions](#) to apply for the Training & Experience exam by June 17, 2022

Distinguishing Features of the Class:

A Librarian I work under the general direction of a Department Head or other professional librarians. The Librarian I is responsible for user experience by connecting patrons to the library's products, programs and services. Oversees service point functions, provides answers or referrals to questions, and plans innovative programs designed to create interest and enjoyment both in the library and the community. Supervision may be exercised over Library Assistants, Clerks, Pages and Volunteers. Performs related work as required.

TYPICAL WORK ACTIVITIES (Illustrative only):

- Provides reference, readers advisory, referrals, instruction and other related services to all ages with an emphasis on exceptional customer service;
- Plans, coordinates, and executes in-person and virtual programs that meet the interests and needs of the community;
- Prepares promotional materials for library programs and services
- Answers technology questions & assists patrons with databases, downloadable media and computer use; in-person and virtual;
- Assists with personal technology devices & social media;
- Conduct both group and one-on-one library instruction sessions;
- Develops and maintains positive community relations by performing outreach, developing strategic partnerships and working relationships, conducting presentations for community groups/schools and other stakeholders, representing the library in the community and acting as a consultant in specific library fields of expertise to promote the use of and interest in the public library system;
- Interacts with community members in ways that aim to better understand the interests and needs of the community, and lead to improved programs and services;
- Selects and maintains print and/or non-print collections, with a focus on popular books, media, and electronic content;
- Coordinates, directs, and performs the selection, acquisition, cataloging, and/or processing of library materials and staff resources;
- Monitors acquisitions plans and budgets to ensure appropriate flow of items relative to the fiscal year cycle;
- Trains staff and volunteers, including developing training materials;

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- Supporting digital content management; participating in digitization initiatives projects, programming, and collection development;
- Keeps informed of professional developments through participation in professional organizations, system meetings, workshops, webinars, continuing education courses and reading professional materials;
- Participate in the development of library-wide policies, collection development, special projects, procedures, and goals;
- Maintains appropriate statistics; prepares regular and ad hoc reports as required;
- Participates in maintaining a welcoming, safe and orderly library.

MINIMUM QUALIFICATIONS: Candidate must meet the following requirements on or before the last date for filing to be eligible to take the examination in July, 2022:

- Masters' Degree in Library Science from a library school that is accredited by the American Library Association or recognized by the New York State Education Department as following accepted education practices.

Special Requirement: Eligibility for a New York State Public Librarian's professional certificate at time of application; possession of certificate at time of appointment.