

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 3424

**TITLE:** LIBRARIAN I

**GRADE:** S-20

**DEFINITION:**

Under general supervision, performs entry-level professional librarian work; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

The Librarian I is the entry-level class in the professional Librarian series. The Librarian I is distinguished from the Librarian II in that the Librarian I performs professional librarian work which is less complex and narrower in scope, whereas the Librarian II performs the full performance level of professional librarian work.

The Librarian I is distinguished from the Library Information Assistant in that the Librarian I performs entry-level professional librarian work utilizing specialized professional knowledge encompassing selecting, acquiring, cataloguing, classifying, circulating, maintaining library materials, and furnishing reference, bibliographical and readers' advisory services, whereas the Library Information Assistant provides services typically in the limited scope of library function including information services, cataloguing, and collection management.

**ILLUSTRATIVE DUTIES:**

Manages all activities of youth services department in a community library;  
Performs collection maintenance by weeding, marketing and merchandising library materials for youth;  
May supervise one or more Library Information Assistant positions;  
Serves on Branch Management Team and acts as person-in-charge as needed.  
Answers reference questions from customers through the use of standard reference books, documents, and electronic resources;  
Assists and instructs customers in the use of print and online reference materials;  
Advises and assists customers in the selection of books, periodicals, media, and other materials.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of the principles, standards, and practices of library science;  
Knowledge of library reference sources and methods;  
Ability to classify and catalog material;  
Ability to plan and schedule workload;  
Ability to effectively train and supervise others;  
Ability to promote interest in library services;  
Ability to develop and maintain effective working relationships with children, the general public and other employees.

**EMPLOYMENT STANDARDS:**

Graduation from college with a Master's degree from an ALA accredited library school, or completion of coursework towards a Master's degree from an ALA accredited library school.

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**CERTIFICATES AND LICENSES REQUIRED:**

Possession of a certificate issued by the Virginia State Board for Certification of Librarians within three months of date of appointment to the position.

**NECESSARY SPECIAL REQUIREMENTS:**

None.

REVISED: October 17, 2007

REVISED: April 29, 2003