

**CITY OF CHATTANOOGA**  
**Classification Specification Title: Librarian 1**

**Department: Public Library**

**Pay Grade: GS.10**

**Supervision Received From: Librarian 2**

**FLSA Status: Exempt**

**Supervisory Responsibility For: None**

**Established: 6/29/07**

**Revision Dates: 4/2/25;**

**3/13/25; 10/20/23; 1/11/23**

**CLASSIFICATION SUMMARY:**

Incumbents in this classification are responsible for performing professional level work. In the Public Service area, this will include conducting reference interviews and assisting patrons with locating material and using library technology. In the Technical Service area, this will include cataloging of library material. Work requires limited supervision and the use of independent judgment and discretion.

**SERIES LEVEL:** This is the first level of a three level librarian series. The Librarian 1 is distinguished from the Librarian 2, which is responsible for performing professional level work in a specialized area.

**ESSENTIAL FUNCTIONS:**

*(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)*

**PUBLIC SERVICES:** Serves as a lead to lower level staff which includes prioritizing and assigning work; training staff on work methods and procedures and/or performing other related activities.

Assists patrons by providing solutions to informational requests and evaluating resources in order to match information needs with reference and/or advisory materials.

Processes inter-library loans for patrons with applicable state or national libraries; manages and maintains related databases.

Trains patrons in the use of electronic reference sources by providing guidance and instruction for both general and specific requests; enables patrons to operate equipment and meet their informational needs; troubleshoots problems or instructs patrons in the use of software and hardware.

Plans, prepares and maintains displays exhibits to promote the circulation of materials, books and/or other related items.

Manages and maintains library collection materials in specific, assigned areas of the collection by noting community needs and patron requests, consulting reviews and bibliographies, checking

lost and missing report, recommending items for purchase; may serve on the Collection Development committee with direct responsibility for selection and ordering of materials.

Evaluates the informational utility of various online sources for referral to library patrons including researching relevant professional literature.

Creates, monitors and maintains databases in assigned areas of responsibility.

Prepares and compiles a variety of statistics related to library operations in the assigned area of responsibility; analyzes results and makes recommendations based on findings.

Participates in bibliographic materials control which includes retrieving library materials placed on hold by patrons; monitoring the distribution of periodicals; newspapers and other materials and performing other related activities.

Enforces policies and procedures while balancing patrons' needs with administrative requirements.

Prepares articles for library publications; prepares graphical materials for signage, websites and/or presentations.

May create and maintain Library website which includes attending meetings related to design iterations and content management software; writing HTML JavaScript and CSS code to display web pages in applicable Internet browsers; ensuring department website is current and up-to-date and performing related duties.

May process forms for passport application processes, following established guidelines and regulations set forth by the U.S. government.

Develops, implements, administers and evaluates specialty programs and services; relates materials and displays to promote the library and associated programs.

Participates in a variety of meetings, committees and/or other related groups in order to receive and convey information.

Reads shelves for accuracy; weeds and discards material; sorts and shelves material as needed.

**TECHNICAL SERVICES:** Performs cataloging for all library material.

Selects, retrieves and imports correct bibliographic records from a national database into the local library system.

Edits and updates bibliographic records in accordance with established cataloging rules and internal policies and procedures.

Assigns appropriate subject headings and call numbers.

May research and catalog photographs for inclusion in the photo database.

Participates in a variety of meetings and/or committees in order to receive and convey a variety of information.

Compiles statistical reports.Maintains database.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

May be assigned or reassigned to any location within the department.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS: Master's degree in Library Science from an ALA-accredited graduate program. A bachelor's degree, significant public library experience and satisfactory completion of a specified curriculum in Library Science may be substituted for the master's degree. Some positions may require possession of a valid Tennessee driver's license and the ability to become insured to drive a library vehicle.

LICENSING AND CERTIFICATIONS: None

SUPPLEMENTAL INFORMATION:

Knowledge of library science principles and practices; customer service principles, basic application software for PC's; advisory and reference resources; Dewey Decimal System; Library of Congress subject headings; bibliographic formats and standards; Anglo-American Cataloging Rules; cataloging resources, including the OCLC database and CARL; EBSCOHOST and EBSCONET; database management principles; reference materials, techniques and practices; book selection principles; print and online reference sources.

Skill in prioritizing and assigning work; using a computer and related software; managing and maintaining databases; significant attention to detail, with a strong degree of accuracy; providing customer service; evaluating web sites for reliability, accuracy and appropriateness; performing routine computer troubleshooting; retrieving, organizing and disseminating information; conducting Internet searches; prioritizing, organizing and managing multiple simultaneous projects; reading, applying and explaining rules, regulations, policies and procedures; preparing clear and concise reports; gathering and analyzing information; skill in interpersonal communication with coworkers, supervisors and patrons sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS: Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT: Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

**SPECIAL REQUIREMENTS:**

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: Y

The City of Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.