

CLASS TITLE: Reader's Advisor

CHARACTERISTICS OF THE CLASS: Under professional supervision, performs duties which require proficiency and knowledge in a special area or subject field. Assists in supportive tasks and responsibilities as learning progresses and latent skills develop. May supervise nonprofessional staff where required.

EXAMPLES OF DUTIES: Conducts a program of outreach services to individuals and groups outside the library building. Maintains a program to keep the community informed of library programs and services. Assists patrons in selection of materials and reference information. Performs simple cataloging and classification. Assists in maintenance of equipment. Participates in storytelling and audio visual programs. Must compile booklists. Knowledge of routine procedures in technical services and loan of materials.

MINIMUM QUALIFICATIONS: Bachelor's degree or equivalent combination of training and experience indicating ability to perform required duties. Willingness to take relevant library science courses. Training or experience in one (1) or more of the following areas: typing, art (illustration) or outreach programming.

KNOWLEDGE, SKILL AND PERSONAL QUALITIES: Ability to communicate clearly and concisely in oral and written expression. Ability to meet people easily and evaluate situations. Must participate effectively in the area of library responsibility; coordinate departmental activities with total library program. Must maintain effective working relationships with staff and clientele. Show desire to be associated with the library profession. Adaptability, good health, tact, stamina, courtesy, initiative and good judgment.