Librarians

Job Code	Job Title	Pay Grade
1995E1	Librarian I	27
1996E1	Librarian II	30
1997E1	Librarian III	32

CONCEPT:
Administer libraries and perform related library services. Tasks may include selecting, acquiring, cataloguing, classifying, circulating, and maintaining library materials; and furnishing reference, bibliographical, and readers' advisory services. May perform in-depth, strategic research, and synthesize, analyze, edit, and filter information. May set up or work with databases and information systems to catalogue and access information; or provide guidance and direction in the use of systems. May coordinate, plan, and evaluate program areas and services.

TASKS:
- Classifies and catalogs a variety of library materials, including books, magazines, video tapes, cassette tapes, medical journals, legal documents, and other materials particular to the library function.
- Coordinates, promotes, and evaluates programs and/or library services
- Plans and conducts workshops, training activities, or other continuing education activities
- Collaborates with public librarians, trustees, public officials, and other individuals to promote the development of library services.
- Plans, develops, and conducts educational workshops and conferences in all aspects of library administration and operations.
- Develops and maintains circulation procedures.
- Advises and provides assistance to users in reference and research queries, including data base searches.
- Obtains requested material through inter-library loan with other libraries.
- Selects and purchases all library materials and equipment through grants and the general budget.
- Provides assistance in acquisition of grant funds by preparing grant applications, monitors expenditures of grant funds

LEVELS OF WORK
- Class Group consists of three classes.

Librarian I: This is professional library or archival work. Follows operational procedures for the library/archives; evaluates published library materials in all formats for classification and composing original cataloging materials; identifies, appraises, acquires, arranges, describes, and preserves unpublished original materials such as public records, private papers, maps, architectural drawings, still photographs, motion-picture film, audio and video tapes, and electronic records deemed to possess enduring value; participating in workshops; recommends sources of information to patrons; utilizes a variety of computer databases; prepares statistics; assisting with inter-library loan requests; develops records retention and disposition schedules for state and county government agencies; provides advice and assistance on records management and preservation; and assists in preparing grant applications. In some agencies serves as the director of a library with a limited range of services or serving a specific population where the library is not available for use by the general public.
Minimum Requirements: Master's degree in library science.

Librarian II: This is advanced specialized, professional library or archival work with limited administrative responsibility. Develops and implements operational procedures for the library/archives; evaluates published library materials in all formats for classification; composes original cataloging materials; identifies, appraises, acquires, arranges, describes, and preserves unpublished original materials such as public records, private papers, maps, architectural drawings, still photographs, motion-picture film, audio and video tapes, and electronic records deemed to possess enduring value; plans and organizes workshops; recommends sources of

information to patrons; utilizes a variety of computer databases; prepares statistics; assists with inter-library loan requests; develops record retention and disposition schedules for state and county government agencies; provides advice and assistance on records management and preservation; and assists in preparing grant applications.
Minimum Requirements: Master's degree in library science and three years of experience in library work.

Librarian III: This is professional librarian work overseeing the operations of a specialized department or library facility or provides consultative services to public librarians, trustees, public, and other individuals. Work involves administrative and or consultative tasks such as coordinating outreach services to the library community to promote community awareness of library services and programs; responsibility for all operational aspects of a library facility; designing and implementing goals and objectives for the assigned area of responsibility; providing input to administrators and supervisors for division and departmental goal setting; and/or may supervise staff of professional, paraprofessional, technical and clerical employees engaged in various phases of library operations for libraries in the state, library support organizations, and local historical organizations.
Minimum Requirements: Master's degree in library science and five years of experience in library work.

REF: 12/13
REV: 6/23
REV: 6/24