

CLASS TITLE:**LIBRARIAN****Class Code: 02816200****Pay Grade: 18A****EO: E****CLASS DEFINITION:**

GENERAL STATEMENT OF DUTIES: To have responsibility for the administration of the library for a state department, school, or institution providing educational, reference, and readers' advisory, and other suitable library services; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of a superior with wide latitude for the exercise of independent judgement and initiative in performing the technical phases of the work; work is reviewed occasionally upon completion for adequacy of performance and adequacy of service provided.

SUPERVISION EXERCISED: May supervise a staff of one or more library assistants.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To have responsibility for the administration of a library for a state department, school, or institution providing educational, reference, readers' advisory, and other suitable library services involving such duties as:

- developing and administering a system of library rules, regulations and procedures;
- advising staff members of books, pamphlets and periodicals that may be of interest to them in performing the functions of their organization;

- performing, upon assignment, elementary research into library sources for staff members including summaries of findings and bibliographies;

- recording, coding, cataloguing and stamping all books, pamphlets, journals, periodicals and miscellaneous printed matter received by the library and to maintain such publications in proper order on library shelves;

- providing patrons with library research and database searches utilizing numerous CD ROM indexing and abstracting services including the Internet and the World Wide Web (WWW);

- reading and clipping newspaper articles for departmental or institutional use; assisting readers in the selection of books, pamphlets, journals or periodicals and in the use of library indexes, reference files, catalogues and lists;

- charging in and out of all library publications including all the necessary notations of library records;

- ordering, reading and reviewing books, journals, pamphlets and periodicals for possible purchase;

- answering inquiries by mail, telephone or in person and, as required, to mail publications to interested agencies or persons;

- and filing cards, correspondence and related matter and generally performing all clerical functions relative to library operations.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the basic principles, practices and techniques as applied in cataloguing, classifying, accessioning, indexing, filing and reference activities in a state department, school, or institution library; a working knowledge of computer applications and utilization of the Internet and World Wide Web(WWW); the ability to plan and direct a library service as well as use and explain all library facilities; the ability to develop and administer a system of commonly accepted library rules, regulations and procedures; the ability to make research studies and compile comprehensive reports from books and other publications; the ability to perform necessary clerical functions related to a library service including filing, handling correspondence, answering inquiries, performing simple typing operations and maintaining simple office records; the ability to establish and maintain an effective working relationship with superiors and library patrons; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing, including or supplemented by courses in library science; and

Experience: Such as may have been gained through: employment in a responsible technical position in a governmental, educational or circulating library which involved performance of cataloguing, classifying, accessioning, indexing, filing, and reference duties.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: November 19, 2000

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