Librarian

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
LIBRARIAN I	7401	B16	$40,918 - $61,130
LIBRARIAN II	7402	B18	$45,521 - $71,055
LIBRARIAN III	7403	B20	$51,158 - $81,351
LIBRARIAN IV	7404	B22	$57,614 - $93,138

GENERAL DESCRIPTION

Performs professional library work involving acquiring and organizing library resources, conducting research, and providing information and materials in response to requests.

EXAMPLES OF WORK PERFORMED

Provides professional reference services, research services, and technical assistance to library users.

Conducts comprehensive library research using professional journals, dissertations, and other literature; and prepares finding aids and abstracts of materials.

Conducts computer-assisted searches of bibliographic and textual databases.

Codes, classifies, and catalogs library materials; and maintains bibliographic control of library items ordered and received.

Gathers data and participates in report preparation.

Performs related work as assigned.

DESCRIPTION OF LEVELS

Examples of work and descriptions are meant to progress through the levels. For example, an employee at level IV may also perform work listed within the previous levels.

***Note**: Factors that may distinguish between journey levels include the degree of independence in performing the work, the complexity of the work, and may include the years of related experience, education, and certifications. Employees at the journey level may independently perform the full range of work listed in the examples above or may assist others in that work.*

LIBRARIAN I: Performs routine (journey-level) library work. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

LIBRARIAN II: Performs moderately complex (journey-level) library work. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Employees may:

- Develop library tools and aids, including bibliographies, finding tools, and research guides.
- Evaluate library program activities.
- Correct existing bibliographic records to maintain consistency and quality in the catalog.
- Provide guidance to library technicians and/or less experienced librarians.

Note: *A senior-level employee (levels III-IV) may serve as a team lead or supervisor. Senior-level employees may perform the full range of work listed in the examples above and/or may oversee or coordinate that work for others. Factors that may distinguish between senior levels include the scope of responsibility and oversight, the complexity of the work performed, the size of the library, and the employee's related experience, education, and certifications. A senior-level employee may also be considered an expert in a specialized collection or function or perform highly specialized functions in the largest, most complex libraries or branches of libraries.*

LIBRARIAN III: Performs highly complex (senior-level) library work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may:

- Coordinate sharing of resources, referral of questions, and exchange of information with other state agencies.
- Coordinate and recommend the acquisition of books, serials, media, maps, periodicals, databases, and other reference materials.
- Serve as an information and reference consultant, using reference knowledge and techniques to access primary and secondary sources.
- Develop library policies and procedures, as well as new services and activities.
- Implement specialized cataloging and processing procedures.
- Research legal, technical, and policy issues.

LIBRARIAN IV: Performs advanced (senior-level) library work. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Employees at this level may:

- Oversee the completion and evaluation of research activities.
- Evaluate book and journal collections and select additions or deletions.
- Develop and monitor library budgets.
- Develop automated library and information services.
- Plan and conduct library workshops or programs.
- Plan, develop, and implement library services and activities.
- Set goals and benchmarks for the library and staff and implement mechanisms for improvement and measuring progress.
- Prepare and edit publications, news articles, manuals, and reports.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Agencies have the discretion to identify the general or specialized experience, education, or certifications required for positions and may tailor qualification requirements to specifically meet the agency's business needs. Agencies may substitute experience, education, military service, apprenticeships, and relevant credentials for one another, if appropriate and allowed by statute.

KNOWLEDGE, SKILLS, AND ABILITIES

For all levels

- Knowledge of library and reference tools, techniques, and services; standard research sources; and computer-assisted search theories and techniques.
- Skill in the use of a computer, applicable software, and electronic resources used in libraries.
- Ability to conduct searches and evaluations of large amounts of materials; to establish priorities and organize work effectively; and to communicate effectively.

Additional for Librarian II – IV levels

- Knowledge of primary and secondary sources in specialized subject area and computer applications in libraries.

Additional for Librarian III – IV levels

- Knowledge of library procedures and their application to academic, special, or public libraries; and library materials.
- Ability to oversee and/or supervise the work of others.

Additional for Librarian IV level

- Knowledge of public, academic, or special libraries and their operating requirements.
- Ability to provide information to various groups to stimulate interest in library programs, to plan, implement, and evaluate programs, and to edit publications.