



# Librarian I

Salary Group: B14

Class Code: 7401

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
LIBRARIAN I	7401	B14	\$31,144 - \$49,134
LIBRARIAN II	7402	B16	\$34,918 - \$55,130
LIBRARIAN III	7403	B18	\$39,521 - \$64,449
LIBRARIAN IV	7404	B20	\$45,158 - \$73,788

## GENERAL DESCRIPTION

Performs routine (journey-level) library work. Work involves acquiring and organizing library resources, conducting research, and providing information and materials in response to requests. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

## 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.

Assists in the selection and acquisition of data, information, and materials for agency use.

Assists in gathering data and preparing reports.

May research legal, technical, and policy issues.

May provide bibliographic instructions to library users.

Performs related work as assigned.

## GENERAL QUALIFICATION GUIDELINES

### EXPERIENCE AND EDUCATION

Experience in library work. Graduation from an accredited four-year college or university with a graduate degree in library science is generally preferred. Experience and education may be substituted for one another.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of library and reference tools, techniques, and services; of standard research sources; and of 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.