



Librarian II

Salary Group: B16

Class Code: 7402

| <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 moderately complex (journey-level) library work. Work involves acquiring and organizing library resources, conducting research, and providing information and materials in response to requests. May provide guidance to others. Works under general supervision, with moderate 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.

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

Gathers data and prepares reports.

Develops library tools and aids, including bibliographies, finding tools, and research guides.

Evaluates library program activities.

Assists with researching legal, technical, and policy issues.

Assists with the development of library policies and procedures.

Assists with developing and implementing outreach activities.

May recommend the acquisition of books, serials, media, maps, periodicals, databases, and other reference material.

May provide guidance to others.

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

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; to communicate effectively; and to provide guidance to others.