



Librarian III

Salary Group: B18

Class Code: 7403

<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 highly complex (senior-level) library work. Work involves coordinating the acquisition and organization of library resources, conducting research, and providing information and materials in response to requests. May supervise the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Coordinates resource sharing, question referral, and exchange of information with other state agencies.

Coordinates and recommends the acquisition of books, serials, media, maps, periodicals, databases, and other reference materials.

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

Provides information and materials in response to requests.

Serves as an information and reference consultant, using reference knowledge and techniques to access primary and secondary sources.

Develops library policies and procedures.

Participates in the development of program goals and objectives.

Evaluates library programs and activities, and develops new services and activities.

Implements specialized cataloging and processing procedures.

Researches legal, technical, and policy issues.

May assist in preparing and monitoring library budgets.

May supervise the work of 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 areas; and of computer applications in libraries.

Skill in the use of a computer, applicable software, and electronic resources used in libraries.

Ability to conduct research; to establish priorities and organize work effectively; to communicate effectively; and to supervise the work of others.