



Librarian IV

Salary Group: B20

Class Code: 7404

<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 advanced and/or supervisory (senior-level) library work. Work involves overseeing the acquisition and organization of library resources, completing and evaluating research, and providing information and materials in response to requests. May supervise the work of others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Oversees the acquisition and organization of collections of books, publications, documents, audiovisual aids, and reference materials for convenient access.

Oversees the completion and evaluation of research activities.

Coordinates the implementation of specialized cataloging and processing procedures.

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

Develops and evaluates library policies and procedures.

Develops and monitors library budgets.

Develops automated library and information services.

Recommends the acquisition of library services, materials, and equipment.

Plans and conducts library workshops or programs.

Plans, develops, and implements library services and activities.

Evaluates book and journal collections, and makes decisions for new additions or deletions.

Prepares and edits publications, news articles, manuals, and reports.

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 procedures and their application to academic, special, or public libraries; of library materials; of public, academic, or special libraries and their operating requirements; and of library and reference tools, techniques, and services.

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

Ability to provide information to various groups to stimulate interest in library programs; to plan, implement, and evaluate programs; to edit publications; to communicate effectively, and to supervise the work of others.