

LIBRARIAN III

NATURE OF WORK IN THIS CLASS:

This is complex professional library work involved in the selection, acquisition, cataloging and classification of materials, bibliographic and readers' advisory services, reference and literature searching services and other similiar areas of library science.

Employees in this class perform the full range of complex professional duties, including independent work in specialized areas of the profession. Employees often serve as team or group leaders over less experienced professional staff, and or supervise the work of subordinate paraprofessional staff.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Plans and coordinates the implementation of the Story Hour program for preschoolers in the public libraries; prepares and uses selected bibliographics for children's books to be used by the children, their parents and educators; selects and/or recommends materials and books for library use; plans and carries our summer reading program for children.

Functions as the reference librarian; performs research for government officials; selects and/or recommends materials for the reference section.

Selects and recommends adult reference and circulation materials for purchase and the withdrawal of outdated materials from use; indexes the daily issues of publications on local news items.

Performs complex or specialized work in cataloging, classifying, or other library tasks related to the processing of books, periodicals, pamphets and similiar materials.

Prepares and verifies bibliographies and writes articles on special subjects.

Answers reference questions and correspondence; prepares periodic reports.

May give tours of the library to school children and groups; explains the availability to library resources and aids for use by the public.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles, practices and techniques of library science.

Knowledge of sources and procedures used in reference and bibliographic research.

Knowledge of reader interest levels commensurate with patron's needs.

Ability to analyze, evaluate and recommend action on information related to professional aspects of library science.

Ability to lead and/or supervise the work of others.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to interpret and apply pertinent program guidelines.

Ability to assist the public and others with specialized library problems.

Ability to work effectively with the public and employees.

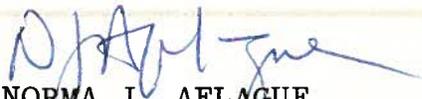
Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

- (a) Two years of experience as a Librarian II or equivalent work, and graduation from a recognized college or university with a Bachelor's degree in library science or related field; or
- (b) Any equivalent combination of experience and training beyond the Bachelor's degree which provides the minimum knowledge, abilities and skills.

ESTABLISHED: JULY 1980
DATE AMENDED: JULY 1987
PAY RANGE 42


NORMA J. AFLAGUE
Executive Director
Civil Service Commission