

MEDICAL LIBRARIAN

NATURE OF WORK IN THIS CLASS

This is complex professional library work in the hospital.

Employees in this class perform the full range of professional library work in the hospital, including classifying and cataloging, providing bibliographic and information services, acquisition and related functions.

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.)*

Searches and compiles bibliographies on requested subjects for medical personnel.

Catalogs and classifies books according to the National Library of Medicine Classification System.

Selects books, journals and related materials for acquisition.

Assists library patrons in the use of the library and library material.

May perform incidental clerical/technical work such as keeping inventories, typing catalog cards, and checking out books.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the principles and practices of library science.

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

Ability to explain the use of library facilities including card catalogs and other reference aids.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to work effectively with the public and employees.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS (Con't)

Ability to communicate effectively.

Ability to maintain records and prepare reports.

Skill in the operation of a typewriter may be required.

MINIMUM EXPERIENCE AND TRAINING

One (1) year of experience in professional library work and graduation from a recognized college or university with a Bachelor's degree in library science.

ESTABLISHED: JULY 1980

AMENDED: 27 SEPTEMBER 2000

PAY GRADE: M

HAY EVALUATION: (Impact Review – 01 October 1991)

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| KNOW HOW: | E12 | 200 |
| PROBLEM SOLVING: | E3 (33%) | 66 |
| ACCOUNTABILITY: | E1C | <u>76</u> |
| | | 342 |

This standard revises and supercedes the standard established JULY 1980.



LUIS R. BAZA

**Executive Director
Civil Service Commission**