

LIBRARIAN II

NATURE OF WORK IN THIS CLASS:

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

Employees in this class perform moderately complex professional library science work independently on an ongoing basis and participate in the full range of complex professional duties.

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.)

Reads, catalogs, indexes, classifies, annotates, or performs other library tasks related to the processing of books, periodicals, pamphlets, and similar materials of moderate complexity.

Provides reader's advisory services to library patrons.

Participates in educational and promotional aspects, such as giving book talks, conducting story hours, visiting schools to encourage recreational reading, promoting the library program in the community, assessing service needs of the population served, and providing appropriate materials.

Furnishes information on library activities, facilities, rules and services.

Explains use of reference sources, such as bibliographic indexes and reading guides to locate information.

Performs reference work requiring limited research and summarizing of findings.

Describes or demonstrates procedures for searching catalog files and shelf collections to obtain materials.

Prepares displays of books, reading lists and other publicity materials to stimulate interest in books and reading.

Answers correspondence on special reference subjects.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles, methods, procedures, and techniques of library science.

Knowledge of reader interest levels in relation to library patrons.

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

Ability to make work decisions in accordance with pertinent program guidelines.

Ability to interpret and apply pertinent program guidelines.

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) One year of experience as a Librarian I 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.

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DAVID R. FLORES, Executive Director
Civil Service Commission