

## STATE OF ARIZONA JOB CODE SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV74661</b>
<b>Job Class Code:</b>	<b>050</b>	<b>Salary Schedule:</b>	<b>ASRRLIBRY</b>
<b>EEO Category:</b>	<b>02</b>	<b>Grade:</b>	<b>17</b>
<b>Workers Comp Code:</b>	<b>9101</b>		

<b>Job Code Established:</b>	<b>01/01/96</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>		<b>Effective Date:</b>	

**JOB CODE SERIES:** Library, Museum and Related Series

**JOB CODE TITLE:** LIBRARIAN I

**HRIS TITLE:** LIBRN I

**CHARACTERISTICS OF THE CLASS:** Under general supervision, is responsible for beginning level professional library work. This class may include trainee positions responsible for less difficult professional library work while training for Librarian II journeyman duties. It may also include professional library positions the scope and level of which do not require a Librarian II. Positions in the latter category may direct a moderate size reference library or a program of a large library system.

**EXAMPLES OF DUTIES:** Assists the public in selection and answers reference questions requiring a professional librarian; supervises and participates in cataloging, classifying and circulating library materials; participates in acquisition of library materials; reads and edits reviews; performs and assists in difficult research work; compiles reference materials and bibliographies to meet the needs of professional workers and students or local librarians; may supervise technical and/or clerical employees.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:** professional library principles, methods, aims and services; technical areas of librarianship including ordering, accessioning, cataloging and reference.

**Skill/Ability to:** apply technical library methods at the professional level; communicate verbally and in writing.