

STATE OF ARIZONA JOB CODE SPECIFICATION

FLSA:	NEXP	Job Code:	ACV74662
Job Class Code:	050	Salary Schedule:	ASRRLIBRY
EEO Category:	02	Grade:	19
Workers Comp Code:	9101		

Job Code Established:	01/01/96	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Library, Museum and Related Series

JOB CODE TITLE: LIBRARIAN II

HRIS TITLE: LIBRN II

CHARACTERISTICS OF THE CLASS: Under general supervision, is responsible for professional librarian work of average difficulty; and performs related work as required. This is the journeyman level classification which is involved in the full range of selection, cataloging, loaning and reference use of books and other library materials. Librarians at this level may perform beginning level consultation work with local libraries.

EXAMPLES OF DUTIES: Provides in-depth reference service and reader guidance; catalogs and classified library materials including technical and special publications and non-print media; solicits and acquires materials to add to library collection; coordinates program for exchanging publications with other institutions; reads and edits reviews; researches and prepares specialized detailed bibliographies and indexes; participates in consultative work with local librarians; participates in planning and presenting workshops for local librarians; prepares bibliographies and other aids for local librarians; may supervise technical, clerical and/or professional employees.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: the principles of professional library work; the use of standard library tools and modern practices; processing library materials; standard reference materials; reference materials for various subject matter fields; library purposes, organizations, trends and procedures; the principles and practices of work leadership and management.

Skill/Ability to: communicate verbally and in writing; analyze situations accurately and adopt an effective course of action; establish and maintain effective work relationships.