

STATE OF ARIZONA JOB CODE SPECIFICATION

FLSA:	NEXP	Job Code:	ACV74663
Job Class Code:	050	Salary Schedule:	ASRRLIBRY
EEO Category:	02	Grade:	20
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 III

HRIS TITLE: LIBRN III

CHARACTERISTICS OF THE CLASS: Under direction is responsible for professional library work of considerable difficulty; and performs related work as required. This classification includes librarians who are responsible for consultation programs with local librarians and also the librarian responsible for technical services.

EXAMPLES OF DUTIES: Consults with local librarians, public library trustees and government officials throughout the State in such areas as adult services, juvenile services, technical services and audiovisual services; provides information, assistance and materials to local librarians; plans and presents workshops through the State for library personnel; explores possibilities for new programs in Arizona libraries; supervises the cataloging and classifying of all materials required by the library; supervises the binding, labeling, lettering, printing, and repairing of all library materials; maintains statistical records of the number and value of items in the library's total collection.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: library reference and research methods, theories and practices in processing library materials; library purposes, organizations, trends and procedures; 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.