

STATE OF ARIZONA JOB CODE SPECIFICATION

FLSA:	EXP	Job Code:	ACV74664
Job Class Code:	050	Salary Schedule:	ASRRLIBRY
EEO Category:	01	Grade:	21
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 IV

HRIS TITLE: LIBRN IV

CHARACTERISTICS OF THE CLASS: Under direction, plans, administers and evaluates the work and activities of a major division or serves as executive assistant and deputy director of the State library; and performs related work as required.

The Librarian IV is distinguished from the Librarian III by administrative responsibility for a division of the State library including a staff of professional, technical and clerical employees and planning, programming and budgeting responsibilities, or serving as executive assistant and deputy director of the State library. Examples of State library divisions include the Blind and Physically Handicapped Library and the Research Library. The Librarian IV is distinguished from the Librarian V by such factors as scope and complexity of program, levels of subordinate staff and variety of activities and projects, or serving as executive assistant and deputy director of the State library.

EXAMPLES OF DUTIES: Plans, administers and evaluates the work of a staff of professional, technical and clerical employees and coordinates the activities and functions of a division of the State library; develops procedures and recommends policies for the administration of the division; plans and conducts workshops for librarians, teachers and others; supervises the cataloging, classifying, maintenance and repair of books, periodicals, pamphlets, records and similar materials; supervises the development and maintenance of special collections; supervises the maintenance of library facilities; develops special services and programs for a variety of groups of patrons; coordinates program activities with local librarians, community and government agencies and others; supervises the administration of local library grants; prepares and administers the division budget; serves in the absence of the director and the executive assistant and deputy director as directed; approves the purchase of library materials; prepares a variety of reports; attends meetings and seminars; or performs management assignments for the director, such as: represents the department at professional, interagency and interjurisdictional meetings which require statement and interpretation of department policies, plans and programs; conducts special studies and projects and recommends on legislation, programs, policies, procedures, and training; serves as liaison between the director and division heads; assists in budget preparation.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: library administration and management; the principles and practices of work leadership and management; the trends and recent changes in library technology.

Skill/Ability to: direct the personnel and programs of the department or of a library division; develop and present effective programs and projects to meet community needs and improve library service; communicate verbally and in writing.