

**LIBRARIAN 2**

**Nature of Work:** Under general direction, incumbent performs advanced level professional library work cataloging materials, providing information and research services, establishing and updating catalogs and reference tools and assisting in the development of library collections. Duties will vary depending on the service areas to which assigned and the size of the library in which the incumbent is employed. Directs and/or oversees the work of technical and clerical assistants. Performs related work as required.

**Distinguishing Characteristics:** The Librarian 2 is distinguished from the Librarian 1 by the presence of such duties as interviewing applicants recommending new hires, assigning and reviewing work and training new librarians in operating procedures. The employee may be assigned special projects by the library manager or director which require thorough familiarity with library operations and resources and library patron interest and sensibilities.

**Examples of Work**

Assists patrons in locating materials and instructs them in the use of library resources and facilities such as the card catalog, indices, abstracts, periodicals, reference and bibliographic sources to answer research questions both in person and on the telephone.

Assigns and reviews the work of technical and clerical assistants; oversees the work of less experienced librarians and interviews, advises and recommends the hiring of new employees.

Conducts library tours and teaches classes to acquaint patrons/students with the reference resources and facilities available in the library.

Recommends the purchase of books, serials and equipment after reviewing professional literature to determine which best meets the needs of the library.

Maintains a specific collection within a library or a library department including ordering and processing of new materials and shelf maintenance.

Cataloging duties - classifies all new books and materials to their appropriate subject area, assigns accessional and call-numbers, routes materials to technical and cataloging employees for further processing, then reviews the typing and filing of catalog cards and the labeling of books.

Circulation duties - collects and retains patron and

**LIBRARIAN 2 (CONT'D)**

**Examples of Work (cont'd)**

circulation statistics for use in the evaluation of library resources and facility needs; supervises the maintenance of book stacks.

Orders books, periodicals, pamphlets and media materials using standard bibliographic sources and based on the recommendations of teachers and administrators. Book orders may require approval of director, however, periodicals are ordered at the librarian's discretion.

**Knowledge, Skills and Abilities**

Knowledge of library procedures, policies and operations.

Knowledge of basic reference tools and sources and also those unique to the particular subject area in which employed.

Knowledge of the operation of standard library equipment.

Knowledge of standard library methods and principles in bibliography, cataloging, classification, circulation and reference services.

Ability to work with and communicate effectively with others.

Ability to work with the public.

Ability to direct and/or oversee the work of others.

**Minimum Qualifications**

**Training:** Master's degree in library science from an American Library Association (ALA) accredited four-year college or university.

**Experience:** Two years of full-time or equivalent part-time paid experience as a professional librarian.

Established: 10/21/93

Effective: 11/15/93