

LIBRARIAN

Nature of Work: Under general direction, performs professional library work in cataloging and classifying materials and reference tools and assists in developing archival and library collections. May oversee and direct the work of technical and clerical assistants. Performs related work as required.

Examples of Work

Classifies books and archival documents and assigns accessional and call numbers. Routes materials to technical and cataloging employees for further processing. Collects patron and circulation statistics for use in evaluation of library services and resources. Selects books, pamphlets, periodicals and media material; places order on approval of archives and history director or chief librarian. Provides technical and professional assistance to patrons in the selection of reading materials, reference materials and in the overall use of the library and archives. Prepares displays, reading lists and other materials designed to stimulate interest in West Virginia history. May assign and review the work of technical and clerical assistants.

Knowledge, Skills and Abilities

Knowledge of library procedures, policies and operations.
Knowledge of 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 direct the work of others.

Minimum Qualifications

Training: Graduation from an accredited four-year college or university with at least fifteen (15) semester hours credit in library science courses.

Substitution: Six (6) months of paid employment in professional library work may be substituted for the required fifteen (15) semester hours of library science courses. Additional professional library experience may be substituted for the required college training on a year-for-year basis.

Established: 7/16/92

Effective: 6/1/93