

LIBRARIAN II

CODES/PAY RANGE

Class Code: 2630

EEO Code: B

Pay Range: 212

MAJOR FUNCTION

Professional library work requiring experience in Reference/Adult Services, Children's or Computer/Audio Visual; or directing a specialized area.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Assists patrons. Participates in collection development. Markets collection.

Interprets information on library activities, facilities, rules and services; instructs patrons on use of general and complex reference sources; describes or demonstrates procedures for searching catalog files and book collections to obtain materials; conducts research of a complex and difficult nature.

Plans and conducts programs for children and adults. Recommends appropriate books for children. Encourages children to use library materials.

Supports programs to achieve the library's objectives. Assists in the selection and arrangement of the reference collection of books, pamphlets, clippings, etc. Assists in the selection and arrangement of the collection of juvenile books and other materials. Assists other professional librarians in providing programs for all age groups. Assists in providing reference service and guidance to patrons.

May train, supervise and evaluate the performance of paraprofessional employees. May train and supervise volunteers.

Provides assistance to public on applications of computer use; recommends software for public use.

To be cross-trained in all areas for assignment as needed.

Participates in professional organizations.

Attends workshops and conferences as required.

(Librarian II continued)

Uses on-line databases such as CLSI and PCS.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of library functions.

Ability to prepare reports. Ability to plan and conduct children's programs. Ability to communicate effectively, both orally and in writing. Ability to establish effective working relationships with other library professionals, public groups, children, and library patrons. Ability to keep abreast of current trends in library science; Ability to supervise subordinate employees and volunteers.

MINIMUM QUALIFICATIONS

Master's Degree in Library Science from an ALA accredited program plus (1) year professional library experience after the MLS.

ADA REQUIREMENTS

Physical Demands: Light to medium work. Ability to see, hear, talk; finger dexterity. Ability to lift (10 lbs), carry, bend, reach, kneel.

Mental Demands: Ability to read and comprehend professional and technical manuals, procedures and journals; memos, policies, safety instructions, manuals. Ability to write business letters, summaries. Ability to speak clearly and concisely relating information, details and procedures to layman. Ability to perform basic mathematical functions.

Environmental Demands: Inside work.

Revised 10/94