

<p><i>Code: 5212</i> <i>Title: LIBRARIAN SUBSTITUTE - INTERMITTENT</i></p>
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**SUMMARY:** This intermittent-status classification assists in the operation of public Library programs and services on an “as-needed” substitute basis. Incumbents provide information and assistance to customers in locating print or electronic materials and in operating computer equipment. It is distinguished from Law Librarian which is a classification reserved for the Superior Court system.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Assists in the operation of public Library services and maintenance of collections;  
Conducts library programs and carries out policies;  
Initiates reimbursement/collection actions for Library materials lost, damaged or destroyed by patrons;  
Provides research assistance to requesters which may include utilization of print and electronic resources, ordinances and like materials;  
Instructs patrons in the use of the Library and available reference materials and tools;  
Prepares and submits routine, recurring and special reports of activities;  
Researches and evaluates multi-media equipment, resources and materials for addition to the Library collection or use in Library operations;  
Performs or coordinates servicing and maintenance of Library resources, e.g., computers, microform/microfilm readers, printers, copiers and associated peripheral equipment;  
Participates in the check-out/in of library materials, and calculates, collects and accounts for charges for overdue, lost or damaged library materials;  
May supervise staff providing direct support to Library operations.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- principles and practices of library science, to include collection development and maintenance;
- computer-based resources and applications in a library system;
- organization and functions of assigned or supported departments;
- customer service techniques;
- principles and techniques of public relations related to the promotion of Library resources and services;
- Library resources in the community;
- pertinent copyright law, rules, regulations and “fair use” doctrines;
- principles and techniques of staff supervision, training and evaluation.

Skill in:

- developing and managing the provision of specialized Library services;
- developing and maintaining a multi-media Library collection;
- evaluating and culling the collection to maintain its integrity and usefulness;
- promoting the use of Library resources;
- operation and maintenance of Library equipment;
- maintaining records of activity and submitting routine, recurring and special reports;
- communicating effectively, orally and in writing.

**MINIMUM QUALIFICATIONS:**

(1) A Master’s Degree in Library Science (M.L.S.) from an accredited college or university.

**OR**

(2) Current enrollment in an accredited college or university in a graduate program leading to a Master’s Degree in Library Science (M.L.S.) (proof of enrollment will be required at the time of application)

**OTHER REQUIREMENTS:**

**Licenses and Certificates:** Some positions may require a valid Arizona Class D Driver's License at the time of appointment or prior to completion of initial/promotional probation.

**Physical/Sensory Requirements:** Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

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