

<i>Code: 6125</i> <i>Title: LIBRARIAN</i>
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**SUMMARY:** This classification develops and manages a specialized medical or technical library, to include organization and provision of reference and research services, collection acquisition, cataloging and distribution, and developing bibliographic materials in response to user requests. It is distinguished from Law Librarian which is a classification reserved to the Superior Courts department.

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

Develops and manages a specialized technical or medical library service for assigned departments;  
Develops and operates a library materials distribution system;  
Coordinates the inter-library loan (ILL) of materials with other County departments and public, private, legal, medical, engineering and business libraries;  
Participates in the review of the collection and recommends acquisition of new materials, and the culling and disposal of outdated or extraneous materials;  
Selects, orders, catalogs and classifies special collections of technical and medical books, manufacturer's catalogs and specifications, periodicals, magazines, newspapers, audio-visual materials, microforms, journal reprints and other materials;  
Catalogs all library materials according to specialized or general cataloging systems in manual and/or automated systems and maintains manual and automated card-files, check-out/-in folders and retrieval records and acquisition lists;  
Prepares and submits library budget proposals and administers operating budgets;  
Initiates reimbursement/collection actions for library materials lost, damaged or destroyed by patrons;  
Determines main entries, subject headings and any additional information required, using an efficient system of accountability of collection materials;  
Provides research assistance to requesters, which may include preparation of bibliographic "Medline" and related computer-based searches, and indices of studies, ordinances, and like materials;  
Develops and maintains bibliographic or reference manuals for the collection;  
Advises patrons on, and coordinates compliance with, copyright issues;  
Supervises and participates in the labeling, repair, cleaning and related activities associated with maintenance of the collection;  
Coordinates and attends meetings of the Library Committee or management team overseeing library operations to provide input for library operations, and implements directions from such bodies;  
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;  
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;
- principles and techniques of public relations related to the promotion of library resources and services;
- County budgeting, accounting and procurement processes;
- trends and advances in library management and resources;
- 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;
- developing and administering a work-unit budget;
- 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.

MINIMUM QUALIFICATIONS:        EITHER:

(1) A Master's Degree in Library Science (M.L.S.) from an accredited college or university and one year of experience as a supervised intern, library assistant or librarian in a public, school, medical, legal or technical library.

OR:

(2) A Bachelor's degree from an accredited college or university with a major in education, business, engineering or public administration and two years of experience as a technical, school, legal, special library, business, law or engineering librarian.

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.