

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

LIBRARIAN 2

DEFINITION

Coordinates and oversees department-wide library functions in a state department library facility, in a specialty area of the State Library or in an institution for both a professional library and a resident library; leads librarians and/or other library staff; and conducts research for professional and administrative staff; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Assists supervisor by instructing employees, answering questions and distributing, balancing and checking work; may make suggestions on selection, promotions and reassignments.

Maintains responsibility for a primary library activity; coordinates, oversees, and performs professional librarian tasks.

Recommends policies for the selection and acquisition of appropriate library materials by considering the needs of the patrons, funds available, and the purpose and objective of the library; determines method of acquisition of library materials by reviewing bibliographical aids, considering dealer resources, and negotiating with publishers, dealers, and sales representatives to assure economical purchases.

Provides advanced reference services by informing patrons of availability and location of resources on technical, complex, or unusual subjects, and by locating requested subject information through catalogs, lists, and retrieval systems; performs library research duties by gathering, correlating, and analyzing information from a combination of sources.

Compiles extensive, complex bibliographies in specialized areas by listing books, periodical articles, pamphlets, films, tapes, and records to describe materials and indicate sources of information for library patrons and staff.

Catalogs library materials by identifying the unique distinguishing features, describing them bibliographically, and recording the data to integrate materials with others in the collection; determines the specific subjects included and assigns subject headings.

Classifies complex or unusual library materials; assigns proper places in the system of classification and on shelves to systematize materials and facilitate their use by library patrons.

Selects library materials for acquisition by reading, appraising or evaluating books, periodicals, or films, and reviewing employees' recommendations to select the most appropriate materials.

Assists library patrons by explaining the arrangement and resources of the library, conducting group activities and classes pertinent to use of the library, and informing patrons of special books and materials to promote an understanding of the library and its resources.

COMPETENCIES REQUIRED

Knowledge of library science philosophy and methodology.

Knowledge of cataloging and classification of library materials.

Knowledge of library reference and research methods and materials.

Knowledge of bibliography compilation and indexing practices.

Knowledge of literature resources.

Knowledge of the selection and acquisition of library materials.

Knowledge of library administration.

Knowledge of supervisory techniques.

Ability to coordinate and direct library activities, programs, and services.

Ability to recommend and/or establish policies and procedures applicable to library operations and services.

Ability to apply library science philosophy and methodology to library operations and services.

Ability to identify, analyze, and anticipate needs of library patrons; to develop appropriate courses of action to meet such needs.

Ability to provide guidance relative to library operations and services through oral and written communication with library patrons and employees.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

A Master's degree in Library Science from an accredited school of Library Science and two years of full-time experience as a professional librarian (similar to work indicated in Librarian 1 and 2 class descriptions);

OR

an undergraduate degree from an accredited four-year college or university and three years of experience as a professional librarian;

OR

an equivalent combination of education and experience, substituting a master's degree in a behavioral science for one year of the required experience.

Effective Date: 11/98 GRC