

Iowa Department of Administrative Services – Human Resources Enterprise
Classification Series Guidelines

Librarian Series

Classes in the Series

<u>Class Code</u>	<u>Class Title</u>
01315	Librarian 1
01316	Librarian 2
01319	Library Consultant

Series Concept

Classes in this series include positions working in a library environment performing professional and consultative duties and responsibilities to provide assistance, research, information, and consultative services for state department staffs, other libraries, and the general public.

Exclusions

Positions performing research, data collection, and information services in an environment other than a library facility, should be classified in other classes provided for the work performed.

Class Distinctions

Librarian 1

Positions in this class perform professional library work. Employees apply library science philosophy and methodology to a wide range of professional duties and responsibilities associated with library operations and services.

Librarian 2

Positions in this class coordinate and oversee department-wide library functions in a state department library facility or in a specialty area of the State Library/Department of Cultural Affairs, in addition to performing professional library work. Positions at this level are not usually found in state institutions. A Librarian 2 position in a state institution is assigned responsibility for two library facilities (a professional staff library and a resident library). Incumbents perform research for medical and professional staff and exercise lead work responsibilities for other staff.

Library Consultant

Positions in this class provide professional library consultation to state institutional, departmental, and/or regional library personnel and associated administrators, interested citizen groups, and other organizations. Professional library consultation involves the application of library science philosophy and methodology to various library situations; such consultation usually involves advising on library operations, services, and practices.

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