

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE
LIBRARIAN 1

DEFINITION

Performs professional librarian or archives work in a state library; 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.

Catalogs library materials; identifies unique distinguishing features, describes them bibliographically, and records the data to integrate materials with others in the collection.

Inventories, classifies, records, processes, indexes, and provides access to official government records and special collections, such as manuscripts, photographs, media, and electronic records.

Assigns subject headings for publications by determining the specific subjects included; selects word(s) by referring to standard subject heading lists to indicate the subjects under which the material should be cataloged.

Classifies library materials by considering the subject matter, assigning proper places in the system of classification and on shelves to systematize materials and facilitate their use by library patrons.

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

Negotiates with government agencies, private individuals, organizations, and corporations for the transfer of records, manuscripts, photographs, media, and electronic records to the State of Iowa for preservation and use by the public.

Indexes library materials by identifying specific information in publications in a logical written format to provide a key to the contents of materials.

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

Provides reference services for library patrons; locates requested subject information through catalogs, lists, and retrieval systems; performs library research duties by gathering, correlating, and analyzing information from a combination of sources.

Locates literature on designated subjects by systematically and comprehensively searching for information on the subject to formulate bibliographic references, summaries, or direct answers.

COMPETENCIES REQUIRED

Knowledge of library science or archives philosophy and methodology.

Knowledge of cataloging and classification of library or archives materials.

Knowledge of reference and research methods and materials.

Knowledge of indexing practices.

Knowledge of bibliography compilation.

Knowledge of literature resources.

Ability to acquire a knowledge of selection and acquisition procedures for library or archives materials.

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

Ability to provide guidance relative to library or archives operations and services through oral and written communication with 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;

OR

an undergraduate degree from an accredited four year college or university and one year of full-time professional librarian or archives experience (i.e., similar to work indicated in this description).

Effective Date: 11/98 GRC