NEW AUG 0 2 1987

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Librarian 1 (Non-Degreed)	CODE: 64311C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under general supervision from librarian supervisor, principal, teaching supervisor 2 or other administrative position, coordinates activities of general library service program, selects, catalogues & classifies books & materials & provides reference services & research information to general public, patients, inmates &/or professional staff personnel; may prepare budget requests for library services or grant application requests for additional funding; may act as lead worker over non-professional library personnel but not to exceed 15% of time;

PERFORMS RELATED DUTIES AS REQUIR

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	42-62	In State Library Board, acts as reference librarian & provides research information in response to requests from public or institutional libraries, or coordinates activities of general library service program (i.e., offers materials on specific area or variety of subject areas) for assigned agency, correctional facility or mental health institution or hospital (e.g., selects, classifies & catalogues books, documents, pamphlets, newsclips, microfiche, slides, films or other library service materials; reviews printed & non-printed library materials & recommends acquisition of new &/or updated materials, supplies &/or equipment; screens materials to insure subject matter is appropriate for & pertinent to needs & interests of assigned library service area; coordinates library services with other departments, libraries or agency divisions; assists in development & implementation of programs for furnishing library materials to segregated units, infirmaries, dormitories &/or other units removed from library itself; maintains running inventory of library service materials & equipment & coordinates use & scheduling of audio-visual equipment & supplies).	Knowledge of (1) library science & technology, (2) public relations, (3) supervision*; skill in (4) operation & maintenance of microfiche reader/printer, audio-visual equipment & CRT terminal; ability to (5) interpret extensive variety of technical material, (6) calculate fractions, decimals & percentages, (7) use proper research methods in gathering data, (8) gather, collate & classify information about data, people or things, (9) cooperate with others on group projects.

(729)

1231-7-17

*Developed after employment

Unusual Working Conditions:

Minimum Class Requirements: (including license, if any.)
Completion of undergraduate major program core coursework in library science, as required by university or college, which must have included coursework in reference, cataloging & classification of books & materials, selection of materials & books, bibliographic control, procedures for circulation & library organization &/or library administration (or 12 mos. exp. in providing reference services, cataloging

OHIO CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

NEW AUG 0 4 1987

CLASS TITLE: Librarian 1 (Non-Degreed)

CODE: 64311C

MAJOR AGENCIES: County Offices, Universities

JURISDICTION: Cnty., Univ.

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
2	26-36	Provides basic research & reference services to patrons (e.g., prepares bibliographic searches through available sources including computer terminal, provides reader guidance service & assists patrons in using library facilities for education & recreation).	Knowledge of 1; skill in 4; ability to 7, 8, 9.
3	8-14	Maintains & updates specialized information services, maintains card files (i.e., titles, authors, subject, shelf list, publishers), performs &/or arranges for repair of materials & audio/visual equipment, records expenditures & prepares reports.	Knowledge of 1; skill in 4; ability to 6, 7, 8.
4	3-9	Performs clerical tasks (e.g., completes correspondence, types requisitions, types catalogue cards, reviews & updates files, records circulation of books & materials, maintains bulletin board, checks books in & out, mails overdue notices, circulates books, periodicals & audio-visual materials & equipment) & attends variety of meetings (e.g., staff meetings, conferences, workshops).	Knowledge of 1, 2; skill in 4; ability to 9.

(730)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*
& classifying books & materials, selecting books & materials, bibliographic control, developing procedures for circulation & library organization &/or administration).

TRAINING & DEVELOPMENT:

FORM ADM-4134

CLASS TITLE: Librarian 1 (Non-Degreed)

CODE: 64311 C