

**STATE OF OHIO (DAS)**CLASSIFICATION  
SPECIFICATION**CLASSIFICATION SERIES:**

Librarian

**SERIES NO.:**

6431

**MAJOR AGENCIES:**

All Agencies

**EFFECTIVE DATE:**

03/07/2004

**SERIES PURPOSE:**

The purpose of the librarian occupation is to provide information by selecting, organizing & retrieving books & other media that meet the needs of the clientele served. The Librarian 1 class is the entry class into the profession & is available to all state agencies. The Librarian 2 in the State Library Board specializes in either reference or technical services; in other state agencies the Librarian 2 performs both technical & reference services. The Library Consultant provides guidance & assistance to other libraries or obtains & administers grants for library services. The supervisory & administrative classes are responsible for various size functions within the State Library Board.

The librarian series is distinguished from the paraprofessional library associate by the requirement for a theoretical knowledge base from which to plan & implement library programs.

**CLASS TITLE:**

Librarian 1 (Non-Degreed)

**CLASS NUMBER:**

64311

**EFFECTIVE DATE:**

03/26/1990

**CLASS CONCEPT:**

The entry level class works under general supervision & requires some knowledge of library services & procedures in order to provide library services such as reference, selection, cataloging & reader services.

**CLASS TITLE:**

Librarian 1 (Degreed)

**CLASS NUMBER:**

64312

**EFFECTIVE DATE:**

03/26/1990

**CLASS CONCEPT:**

The developmental level class works under general supervision & requires working knowledge of library principles & procedures in order to provide library services such as reference, selection, cataloging & reader services.

**CLASS TITLE:**

Librarian 2 (Non-Degreed)

**CLASS NUMBER:**

64313

**EFFECTIVE DATE:**

03/07/2004

**CLASS CONCEPT:**

The full performance level class works under direction & requires considerable knowledge of library principles & practices & tools & techniques of library services in specific field or subject area (e.g., mental health, law) in order to provide specialized library program for specific clientele.

**CLASS TITLE:**

Librarian 2 (Degreed)

**CLASS NUMBER:**

64314

**EFFECTIVE DATE:**

03/07/2004

**CLASS CONCEPT:**

The full performance level class works under direction & requires considerable knowledge of library principles & practices & tools & techniques of library services in specific field or subject area (e.g., mental health, law) in order to provide specialized library program for specific clientele.

**CLASS TITLE:**  
Librarian 2 (Reference Services)

**CLASS NUMBER:**  
64315

**EFFECTIVE DATE:**  
03/26/1990

**CLASS CONCEPT:**  
The full performance level class works under direction & requires considerable knowledge of library principles & practices & tools & techniques of reference services in order to provide specialized reference services.

**CLASS TITLE:**  
Librarian 2 (Technical Services)

**CLASS NUMBER:**  
64316

**EFFECTIVE DATE:**  
03/07/2004

**CLASS CONCEPT:**  
The full performance level class works under direction & requires considerable knowledge of library principles & practices & the tools & techniques of technical services in order to make library materials available to clientele.

**CLASS TITLE:**  
Library Consultant

**CLASS NUMBER:**  
64317

**EFFECTIVE DATE:**  
03/26/1990

**CLASS CONCEPT:**  
The advanced level class works under direction & requires thorough knowledge of library principles, practices, tools & sources of funding in order to plan, develop & evaluate library programs in specific assigned area.

**CLASS TITLE:**  
Librarian Supervisor

**CLASS NUMBER:**  
64318

**EFFECTIVE DATE:**  
03/07/2004

**CLASS CONCEPT:**  
The supervisory level class works under general direction & requires thorough knowledge of library principles, practices, tools & techniques in order to supervise paraprofessional & clerical staff in performance of specific library function (i.e., reference & audio-visual, or bookmobile).

**CLASS TITLE:**  
Library Operations Supervisor

**CLASS NUMBER:**  
64319

**EFFECTIVE DATE:**  
06/22/1990

**CLASS CONCEPT:**  
The supervisory level class works under general direction & requires thorough knowledge of library principles, practices, tools & techniques in order to plan, implement & supervise employees in regional program of library services.

<b>CLASS TITLE:</b> Librarian 1 (Non-Degreed)	<b>CLASS NUMBER:</b> 64311	<b>BARGAINING UNIT:</b> 10
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**EFFECTIVE DATE:**

03/26/1990

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Provides reference, research & reader services to patrons of the library (e.g., assists patrons in using library resources for education & recreation; conducts bibliographic searches & prepares bibliographies; guides readers; enforces library policies), monitors circulation of materials & obtains materials from other libraries.

Reviews literature on new publications in order to select materials or alert patrons of availability of new materials.

Prepares or oversees the preparation of library materials for use (e.g., orders materials; labels & stamps books; files catalog cards; shelves materials; catalogs or verifies cataloging).

Prepares reports on library activities (e.g., statistical reports; grant requests or progress reports; library budget; inventory).

Performs or oversees performance of clerical tasks (e.g., types catalog cards or requisitions; reviews & updates files; maintains bulletin board; circulates materials; prepares overdue notices); participates in networking with local library association.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of library science & technology; public relations; accreditation requirements affecting library\*. Skill in operation & maintenance of microfiche reader/printer, audio-visual equipment & video display terminal. Ability to interpret extensive variety of technical material; use proper research methods in gathering data; calculate fractions, decimals & percentages; gather, collate, & classify information about data, people or things; coordinate activities of others & cooperate with others on group projects; explain library procedures to others.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of undergraduate core program in library science which must have included coursework in reference cataloging & classification of books & materials, selection of books & materials, bibliographic control, procedures for circulation & library organization &/or library administration or 18 mos. exp. in providing reference services, cataloging & classifying books & materials, selecting books & materials, bibliographic control, developing procedures for circulation & library organization &/or administration.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

May work evenings or weekends.

<b>CLASS TITLE:</b> Librarian 1 (Degreed)	<b>CLASS NUMBER:</b> 64312	<b>BARGAINING UNIT:</b> 10
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**EFFECTIVE DATE:**

03/26/1990

**JOB DUTIES IN ORDER OF IMPORTANCE:** (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Provides reference, research & reader services to patrons of library (e.g., assists patrons in using library resources for education & recreation; conducts bibliographic searches & prepares bibliographies; guides readers; enforces library policies), monitors circulation of materials & obtains materials from other libraries.

Reviews literature on new publications in order to select materials or alert patrons of availability of new materials.

Prepares or oversees the preparation of library materials for use (e.g., orders materials; labels & stamps books; files catalog cards; shelves materials; catalogs or verifies cataloging).

Prepares reports on library activities (e.g., statistical reports; grant requests or progress reports; library budget; inventory).

Performs or oversees performance of clerical tasks (e.g., types catalog cards or requisitions; reviews & updates files; maintains bulletin board; circulates materials; prepares overdue notices); participates in networking with local library association.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of library science & technology; public relations; accreditation requirements affecting library\*. Skill in operation & maintenance of microfiche reader/printer, audio-visual equipment & video display terminal. Ability to interpret extensive variety of technical material; use proper research methods in gathering data; calculate fractions, decimals & percentages; gather, collate, & classify information about data, people or things; coordinate activities of others & cooperate with others on group projects; explain library procedures to others.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Master's degree in library science from accredited college or university.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

May work evenings or weekends.

<b>CLASS TITLE:</b> Librarian 2 (Non-Degreed)	<b>CLASS NUMBER:</b> 64313	<b>BARGAINING UNIT:</b> 10
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**EFFECTIVE DATE:**

03/07/2004

**JOB DUTIES IN ORDER OF IMPORTANCE:** (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Provides specialized library services (e.g., selects materials for the special collection; answers reference & research questions in the subject area; prepares bibliographies on special subjects; catalogs & classifies specialized materials).

Administers library program (e.g., plans & monitors library budget; prepares reports including monthly & annual reports on library services; coordinates with agency staff to anticipate new directions).

Performs or oversees performance of technical & clerical library tasks (e.g., types orders; processes books into collection; circulates materials; types overdue notices; files catalog cards; shelves materials); participates in networking with local library association.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of library science & technology; public relations; budgeting\*; subject area of the specific library; accreditation requirements affecting library. Skill in use of library equipment, such as microfiche reader/printer, audio-visual equipment & video display terminal. Ability to interpret extensive variety of technical material; use proper research methods in gathering data; gather, collate & classify information about data, people or things; coordinate activities of others; explain library procedures to others.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of graduate core program in library science, including 1 course in library organization &/or administration; 3 courses or 9 mos. exp. in subject area of the special library.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

May work evenings or weekends.

<b>CLASS TITLE:</b> Librarian 2 (Degreed)	<b>CLASS NUMBER:</b> 64314	<b>BARGAINING UNIT:</b> 10
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**EFFECTIVE DATE:**

03/07/2004

**JOB DUTIES IN ORDER OF IMPORTANCE:** (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Provides specialized library services (e.g., selects materials for special collection; answers reference & research questions in subject area; prepares bibliographies on special subject; catalogs & classifies specialized materials).

Administers library program (e.g., plans & monitors library budget; prepares reports including monthly & annual reports on library services; coordinates with agency staff to anticipate new directions).

Performs or oversees performance of technical & clerical library tasks (e.g., types orders; processes books into the collection; circulates materials; types overdue notices; files catalog cards; shelves materials); participates in networking with local library association.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of library science & technology; public relations; budgeting\*; accreditation requirements affecting library; subject area of specific library. Skill in use of library equipment, such as microfiche reader/printer, audio-visual equipment & video display terminal. Ability to interpret extensive variety of technical material; use proper research methods in gathering data; gather, collate & classify information about data, people or things; coordinate activities of others; explain library procedures to others.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Master's degree in library science, including 1 course in library organization &/or administration; 3 courses or 9 mos. exp. in subject area of the special library.

-Or equivalent of Minimum Class Qualifications for Employment may be substituted for the education or experience requirement beyond the degree.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

May work evenings or weekends.

<b>CLASS TITLE:</b> Librarian 2 (Reference Services)	<b>CLASS NUMBER:</b> 64315	<b>BARGAINING UNIT:</b> 10
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**EFFECTIVE DATE:**  
03/26/1990

**JOB DUTIES IN ORDER OF IMPORTANCE:** (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Provides specialized reference services (e.g., provides reference & information services to state employees, officials & other library patrons from specialized resources utilizing computerized data bases, printed abstracts, indexes, government documents, technical reports & standard library resources; responds to questions from Ohio citizens referred by Library of Congress; assists patrons in use of genealogy collection utilizing special resources such as censuses, indexes, abstracts, microfilms, historical materials & on-line catalogs).

Reviews trade & professional publications in assigned subject area to select &/or discard books or materials to provide guidance & meet needs in overall collection development; assists in identifying & discarding superceded or obsolete materials &/or equipment.

Confers with state agency personnel regarding provision of services; provides library user education to state employees, university students & general public; completes routine clerical tasks related to library procedures (e.g., maintains records, prepares reports); participates in networking with local library association.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of library science & technology; budgeting\*; public relations; specialized reference resources. Skill in use & maintenance of library equipment such as microfiche reader/printer, audio/visual equipment & on-line computer systems. Ability to assess information needs of patrons correctly; interpret extensive variety of technical material; use proper research methods in gathering data; write routine business letters; gather, collage & classify information about data, people or things; cooperate with others on group projects.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Master's degree in library science from accredited college or university; 1 course or 3 mos. exp. in library organization &/or administration; 12 mos. exp. as a reference librarian.

-Or equivalent of Minimum Class Qualifications for Employment may be substituted for the experience requirement.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

May work evenings or weekends.

<b>CLASS TITLE:</b> Librarian 2 (Technical Services)	<b>CLASS NUMBER:</b> 64316	<b>BARGAINING UNIT:</b> 10
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**EFFECTIVE DATE:**  
03/07/2004

**JOB DUTIES IN ORDER OF IMPORTANCE:** (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Provides specialized technical services (e.g., provides specialized serial services for State Library & contracting libraries; analyzes & makes recommendations for improvements of both physical & computer based serial program; provides specialized cataloging service in field of federal & state documents; does original cataloging of Ohio state documents to develop standard bibliographic entries for nationwide use; confers with Library of Congress & state library agencies on national basis to assure bibliographic consistency of Ohio documents).

Establishes cataloging records & assigns original classification notation to books & non-book materials; utilizes complex bibliographies; prepares bibliographic information for entries into on-line computer bases for unique materials such as rare books & makes on-line entries.

Completes routine clerical tasks associated with library procedures (e.g., completes inter-library loan requests; maintains records; prepares reports); participates in networking with local library association.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of library science & technology; specialized bibliographic sources; public relations; budgeting\*. Skill in use & maintenance of library equipment such as microfiche reader/printer, audio-visual equipment & on-line computer systems. Ability to catalog & classify materials according to Anglo-American cataloging rules, Dewey Decimal &/or Library of Congress classification systems & Cutter system; interpret extensive variety of technical material; use proper research methods in gathering data; calculate fractions, decimals & percentages; gather, collate & classify information about data, people or things; coordinate activities of others & cooperate with others on group projects.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Master's degree in library science from accredited college or university; 1 course or 3 mos. exp. in library organization &/or administration; 12 mos. exp. as catalog or serial librarian.

-Or equivalent of Minimum Class Qualifications for Employment may be substituted for the experience requirement.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

May work some evenings.

<b>CLASS TITLE:</b> Library Consultant	<b>CLASS NUMBER:</b> 64317	<b>BARGAINING UNIT:</b> 10
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**EFFECTIVE DATE:**  
03/26/1990

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Provides consultant services to determine library needs, to develop resources & to plan & develop library programs for specific assigned subject area (e.g., Resource Sharing, Library Services & Construction Act [LSCA], LSCA Title II, Library Development, Special Services, Circulation, Media Needs, Talking Books, Continuing Education, Safety) & evaluates & coordinates library programs & resource development (e.g., makes on-site field visits to inspect, evaluate & monitor progress on funded projects; serves as liaison to libraries, other agencies &/or organizations for changes in shared on-line circulation & catalog systems or in utilizing automated systems in regional & statewide networking or in providing clearing house for continuing &/or children's educational programs or in reviewing state & federal subsidy programs or in implementing statewide library resource sharing programs or in providing library needs, technical resources & information needed for statewide safety programs; advises machine lending agencies on inventory control, loan, recovery & repair of equipment).

Promotes library services throughout state government & community; plans & directs pilot programs or specialized educational conferences &/or meetings; serves as resource person, speaker &/or discussion leader for specialty area; analyzes & makes recommendations on applications from libraries, schools, other institutions &/or other agencies for federal assistance relative to specialty area; conducts research &/or prepares reports &/or background material for program & policy recommendations; maintains files, disseminates information & keeps appropriate records; directs preparation of bibliographies, instruction manuals, professional information circulars; monitors expenditures of program funds; plans & directs maintenance & repair of equipment & equipment accessories.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of library science & technology; public relations; agency, state &/or federal rules, regulations, statutes, policies &/or procedures applicable to library science & assigned specialty area\*; budgeting; project management. Skill in operation & maintenance of microfiche reader/printer, audio-visual equipment & on-line computer systems. Ability to deal with many variables & determine specific action (e.g., research procedures; policy development & interpretation); handle sensitive inquiries & contacts with officials; develop & maintain good rapport with professional & non-professional library personnel, officials &/or community representatives; use proper research methods in gathering data; calculate fractions, decimals & percentages; gather, collate & classify information about data, people or things.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Master's degree in library science from accredited college or university; 12 mos. exp. in library science position performing budgeting & project management tasks or in management &/or administration; 5 yrs. exp. in library science position.

-Or equivalent of Minimum Class Qualifications for Employment may be substituted for the experience requirement.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

May require travel; may require overnight travel; may work weekends & evenings.

<b>CLASS TITLE:</b> Librarian Supervisor	<b>CLASS NUMBER:</b> 64318	<b>BARGAINING UNIT:</b> EX
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**EFFECTIVE DATE:**

03/07/2004

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Supervises (i.e., assigns work, reviews work, schedules employees, trains employees) employees of assigned service area (i.e., reference & audio-visual or bookmobile).

Monitors & oversees service area assigned (e.g., recommends improvements in equipment, practices & policies; prepares reports; responds to technical service related requests; arranges for bookmobile maintenance; prepares & disseminates publicity materials relative to bookmobile program).

Performs work of unit (e.g., answers reference or research questions; catalogs or classifies materials; selects materials; prepares information for entry into on-line data base; acts as back-up driver for bookmobile; utilizes fully automated collection system for reference & information services).

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of library science & technology; supervisory principles/techniques\*; library regulations, policies & procedures\*. Skill in use & maintenance of library equipment such as microfiche reader/printer, audio-visual equipment & on-line computer systems. Ability to explain library practices & procedures to others; deal with many variables & determine specific action (e.g., research procedures, policy development & interpretation); conduct routine interviews; write routine business letters, evaluations & records; use proper research methods in gathering data; establish friendly atmosphere as supervisor.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of graduate core program in library science as required by college or university; 3 yrs. exp. in bibliographic &/or informational services.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

May work some weekends.

<b>CLASS TITLE:</b> Library Operations Supervisor	<b>CLASS NUMBER:</b> 64319	<b>BARGAINING UNIT:</b> EX
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**EFFECTIVE DATE:**  
06/22/1990

**JOB DUTIES IN ORDER OF IMPORTANCE:** (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Supervises employees performing dispersed library program where it is not possible to oversee work directly (e.g., supervises bookmobile services provided throughout region).

Plans & administers program of library services involving several library locations (e.g., evaluates program & determines needs; makes recommendations on policies or procedures; coordinates with service users & other state library programs; analyzes collection to ensure it meets users' needs; prepares budget reports; prepares materials for public awareness).

Selects materials for collection & decides which materials to discard; processes bills for payment.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of library science & technology; public relations; management or supervisory principles/techniques\*; budgeting\*. Skill in use of on-line computer systems. Ability to deal with many variables & determine specific course of action (e.g., research procedures; policy development & interpretation; coordination among many service locations); write routine business letters, evaluations & records following standard procedures; handle sensitive inquiries from & contacts with officials & general public; gather, collate & classify information about data, people or things; use proper research methods in gathering data; coordinate activities of others & establish friendly atmosphere as supervisor of work unit.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of graduate core program in library science as required by university or college; 3 yrs. exp. in librarian position; 3 courses or 9 mos. exp. in library organization &/or administration.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

May work evenings & weekends.