

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

Librarian

SERIES NO.:

6431AG

MAJOR AGENCIES:

Attorney General only

EFFECT. DATE

09/22/1991

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 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:

64311AG

EFFECTIVE DATE:

09/22/1991

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:

64311AG

EFFECTIVE DATE:

09/22/1991

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:

64312AG

EFFECTIVE DATE:

09/22/1991

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:

64312AG

EFFECTIVE DATE:

09/22/1991

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 1 (Non-Degreed)	CLASS NUMBER: 64311AG	BARGAINING UNIT: 47
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EFFECTIVE DATE:

09/22/1991

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.

CLASS TITLE: Librarian 1 (Degreed)	CLASS NUMBER: 64311AG	BARGAINING UNIT: 47
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EFFECTIVE DATE:

09/22/1991

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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.

<u>CLASS TITLE:</u> Librarian 2 (Non-Degreed)	<u>CLASS NUMBER:</u> 64312AG	<u>BARGAINING UNIT:</u> 47
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EFFECTIVE DATE:

09/22/1991

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.

<u>CLASS TITLE:</u> Librarian 2 (Degreed)	<u>CLASS NUMBER:</u> 64312AG	<u>BARGAINING UNIT:</u> 47
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EFFECTIVE DATE:

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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.