



LIBRARIAN

SCOPE OF WORK:

Work involves activities associated with maintaining the library's collections of books, serial publications, documents, audiovisual, and other materials. Responsibilities include providing reference, bibliographic, and other library services.

DUTIES PERFORMED AT ALL LEVELS:

- Charge/discharge library materials, send overdue and renewal notices, collect and record fines.
- Provide information on library activities, facilities, rules, and services.
- Locate and disseminate information in response to written, phone, and on premise requests by individuals or groups.
- Assist and/or direct researchers to appropriate sources of information to answer inquiries; refer to other sources if needed materials are not in agency collections.
- Provide guidance to researchers on library procedures, use of audiovisual equipment, computerized indexes and programs.
- Instruct researchers on the use, preservation, and archival handling of research materials.
- Plan and evaluate library programs and services for the public and library staff.
- Conduct periodic evaluations of library collections and resources in respect to currency, subjects, gaps, appropriate format of materials, accessibility to users and staff, and other criteria deemed necessary and feasible.
- Create, edit, and update bibliographic records of books, periodical articles, audiovisual materials, and other holdings.
- Examine book reviews, publishers' catalogs, and other sources and recommend materials for acquisition.
- Prepare and submit reports on circulation and other statistics as required.
- Train, direct, and supervise staff in the performance of tasks such as receiving, shelving, and locating materials.
- Participate on teams and committees and represent agency as needed.
- May coordinate activities of the work unit.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

CLASS CODES: 1211
1212
1213

ND Class Description
Librarian

LIBRARIAN I
GRADE J

1211

LEVEL DEFINITION:

Work activities at this level are limited in scope and complexity and require a basic understanding of professional library techniques and procedures. Individuals at this level may, under general supervision, manage a section of a large library or an entire small library. In conjunction with management of a small library, work activities may require associated administrative duties limited in scope and complexity.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- None.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree with coursework in library science, history or archival administration, or a bachelor's degree in another field and one year of library-related work experience.

LIBRARIAN II
GRADE K

1212

LEVEL DEFINITION:

Work at this level involves activities of a broader scope and complex nature requiring considerable knowledge and understanding of professional library concepts, techniques, and procedures.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Perform complex cataloging and bibliographic recordings.
- Supervise a library department including support staff and entry-level librarians.
- Participate in the development, implementation, and maintenance of policies and procedures regarding library services.
- Ensure compliance with laws and professional library standards.
- Collaborate with other library departments to ensure provision of services.
- Provide technical assistance and/or training to staff, patrons, and librarians statewide.
- Select materials for the library with respect to its mission, users, legal mandates, and other pertinent criteria.

- Participate in in-house and in cooperative indexing, cataloging, and other resource-sharing projects to make the state's library resources accessible to other libraries and to the public; participate in related training and skill-building activities in respect to these responsibilities.

MINIMUM QUALIFICATIONS:

Requires a master's degree in library science from an American Library Association (ALA) accredited school and one year of work experience as a professional librarian.

LIBRARIAN III

1213

GRADE L

LEVEL DEFINITION:

Work activities at this level involve providing consultative services to public librarians, trustees, public officials, and other individuals. As such, individuals at this level may not necessarily perform many of the duties listed for the other two levels but may provide consultative advice on the performance and organization of those duties. Therefore, the nature of the work requires an advanced knowledge and understanding of professional library concepts, theories, and methodologies.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Plan, develop, and conduct educational workshops and conferences in all aspects of library administration and operations.
- Collaborate with public librarians, trustees, public officials, and other individuals to promote the development of library services; provide highly specialized and focused library services.
- Participate and advise on issues such as library services, budgets, technological resources, personnel policies, grants, funding, etc.

MINIMUM QUALIFICATIONS:

Requires a master's degree in library science from an ALA accredited school and three years of work experience as a professional librarian.

Eff. Date: 10/74

Rev: 7/76

Rev: 6/93 - Rewritten; administratively factored

Rev: 10/96 - Rewritten in current format

Rev: 2/01- Updated duties and factoring

Rev: 7/12 – Conversion to Hay System