

# CLASSIFICATION ADDENDUM

## Job Title: Librarian

Classification Specification: Management Analyst

Barg Unit: OPE

Pay Grade: C41-C43

*This classification **addendum** further clarifies job specific duties and requirements of a job within a particular classification. Note: The classification specification document is to be referenced and this document utilized as the addendum (supplement). It is intended to provide additional information, where needed, and is not intended to provide an exhaustive list of duties and responsibilities; specific position assignments will vary depending on business needs.*

### Essential Characteristics and Duties Addendum

The Librarian performs professional library services for an assigned division. Provides professional reference service, reader's advisory, and general patron assistance on public service desk; participates in, and supports the development of the assigned Division by helping to plan and implement goals for the Division; prepares and coordinates portions of the division budget; contributes to collection development via selection, acquisition, and cataloguing of materials/resources; prepares bibliographies, booklists, and program guides; oversees and maintains the bibliographic database and authority files; organizes and maintains book and non-book collections of assigned division; develops and leads story hours and other programs; completes book reviews; provides training; coordinates with schools and other community agencies; may represent the library on committees, and at program and community functions. May provide lead to assigned staff. Performs related duties as assigned.

### Qualifications Addendum

*An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.*

#### Training & Experience:

- In the field of library/information science, that includes professional level library experience. A Master's level library science degree is not required, but may be required if candidates do not have minimum journey level experience.

#### Licensing Requirements:

- N/A

#### Knowledge:

- Principles and practices of professional library work; including library ethics;
- Cataloging, classifying and processing library materials, and collection organizing techniques;
- Library operations, methods, and policies; basic reference interviewing techniques.

#### Skills: *(Demonstrated skill in performing the following)*

- Preparing and monitoring budgets.

#### Qualification For Grade Progression:

C41 – Contributing

C42 - Journey

C43 - Advanced/Lead Level

<b>Physical Requirements Addendum</b>
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Light Work as defined in the classification specification. Further definition of the physical requirements of the position can be found in a job task analysis.
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<b>Addendum History</b>
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