

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

LIBRARIAN

JOB DESCRIPTION

Employees in this class series function as professional librarians in state or departmental libraries, completing or overseeing a variety of assignments to provide requested services to library patrons, and to develop, implement, improve, and maintain a state agency's library program. Patrons may be the general public, patients or prisoners in state facilities, state employees, or law enforcement officials.

There are four classifications in this job.

Position Code Title – Librarian-E

Librarian 9

This is the entry level. As a trainee, the employee carries out a range of professional librarian assignments while learning the methods of the work.

Librarian 10

This is the intermediate level. The employee performs an expanding range of professional librarian assignments in a developing capacity.

Librarian P11

This is the experienced level. The employee performs a full range of professional librarian assignments in a full-functioning capacity. Considerable independent judgment is required to carry out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

Position Code Title – Librarian-A

Librarian 12

This is the advanced level. The employee may function as a lead worker or senior worker. At this level, employees are responsible for overseeing the work assignments of other professionals or have regular assignments which have been recognized by Civil Service as having significantly greater complexity than those assigned at the experienced level.

NOTE: Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Provides information and research services to patrons.

Searches for and gathers library materials requested by patrons and staff; selects, compiles and reports specific information as requested.

Selects and orders or requests the acquisition of library materials and equipment; determines when materials are outdated and require replacement.

Assists patrons in their use of the cataloging system and other reference sources, by supplying directions, interpreting data, selecting resources, and answering questions.

Catalogs books and other library materials according to standard library practices; performs subject cataloging to meet the needs of the library's patrons, according to standard practices.

Compiles bibliographies and reading lists, utilizing discretion and knowledge of the patrons' needs.

Participates in the establishment and updating of the various catalogs, vertical files, and other research tools, to reflect changes in library codes and practices, needs of library patrons, and acquisitions or deletions from the library's collection.

Develops or adapts cataloging schemes to the needs of the specific library and its patrons.

Develops and updates operating procedures for the specific library.

Participates in staff meetings and professional groups.

Handles requests from other libraries for the loan of materials.

Monitors activities of prisoners while in the library.

Maintains records and prepares reports and correspondence related to the work.

Performs related work as assigned.

Additional Job Duties

Librarian 12 (Lead Worker)

Oversees the work of professional staff by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving related work problems.

Librarian 12 (Senior Worker)

Performs on a regular basis professional librarian assignments which are recognized by Civil Service as more complex than those assigned at the experienced level.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the area listed is required at the entry level, developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of library materials, methods and organization.

Knowledge of the methods of classifying, cataloging and shelf-listing books.

Knowledge of the Dewey decimal and Library of Congress classification systems.

Knowledge of bibliographies, card catalogs, indexes, guides, encyclopedias, and other reference materials used in the library.

Knowledge of reading interests of library patrons and book selection techniques and policies to meet these interests.

Knowledge of research methods used in locating complex materials and making up subject bibliographies.

Ability to comprehend complex literature.

Ability to exercise sound judgment in classifying books and other printed or audiovisual materials.

Ability to assemble material quickly and efficiently.

Ability to adapt and organize information to meet specific needs, resolve problems, and respond to changes.

Ability to maintain records, and prepare reports and correspondence related to the work.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

Additional Knowledge, Skills, and Abilities

Librarian 12 (Lead Worker)

Ability to organize and coordinate the work of others.

Ability to set priorities and assign work to other professionals.

Working Conditions

None.

Physical Requirements

None.

Education

Possession of a master's degree in library science.

Experience

Librarian 9

No specific type or amount is required.

Librarian 10

One year of professional experience providing librarian services equivalent to a Librarian 9.

Librarian P11

Two years of professional experience providing librarian services equivalent to a Librarian, including one year equivalent to a Librarian 10.

Librarian 12

Three years of professional experience providing librarian services equivalent to a Librarian, including one year equivalent to a Librarian P11.

Special Requirements, Licenses, and Certifications

The Department of Corrections will not hire individuals who have been convicted of a felony or who have felony charges pending, in accordance with Public Act 140 of the Public Acts of 1996.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

LIBRARIAN

Job Code Description

Librarian

Position Title

Librarian-E

Librarian-A

Librarian-A

Position Code

LIBRARNE

LIBRARNA

LIBRARNA

Pay Schedule

W22-003

W22-027

NERE-025

ECP Group 2
Revised 6/1/06
TeamLeaders