Librarian II (5750)

Basic Purpose/Job Function: Provides library services in a specific library department

Examples of Titles Replaced: Law Catalog Librarian; Librarian II; Medical Records Librarian

Typical Functions May Include:

1. Provides reference services to library patrons to include answering questions, preparing and maintaining materials.
2. Catalogs and classifies materials
3. Performs bibliographic searches
4. Develops guides to the library collections and research aids
5. Performs library instruction including computer-assisted research
6. Coordinates departmental needs with other library departments
7. Advises and participates in collection development and preservation activities
8. Promotes and represents library to internal and external clients
9. Receives patient records, codes and logs.
10. Compiles data from various sources for monthly reports.
11. May serve as Branch Librarian
12. May be responsible for selection, training and evaluating of employees
13. Performs other related duties as assigned

Risk Management: Uses established safety practices to protect the health and safety of personnel and property.

Supervision of Others: May supervise a small staff

Supervision Received: Receives general supervision from designated supervisor

Minimum Qualifications:

- **Education**: Bachelors Degree  **Type**: Library Science or other as determined by department
- **Experience**: 24 – 36 months  **Type**: Determined by department
- **Skills**: Effective oral and written communication skills; computer, mathematical and/or research skills
- **Special Requirements**: Frequent exposure to interruptions; may be required to travel; ability to lift, bend, stoop, carry and carry
- **Licenses**: Determined by the nature of the position and/or department.
- **Certifications**: Determined by the nature of the position and/or department
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Minimum requirements may be met by an equivalent combination of education and experience, unless otherwise designated in writing by the department.

Departments are responsible for site-specific job descriptions.