



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

LIBRARIAN I-KDLA

Job Number: 20001053
Job Code: 50100V231016
Job Group: 5000 - LIBRARIES
Job Established: 05/16/1995
Job Revised: 10/16/2023

Grade: 13	<u>Salary (MIN - MID):</u>	<u>Special Entrance Rate:</u>
	\$20,549-\$30,824 - Hourly	NONE
	\$3,339.22-\$5,008.90 - 37.5 Hr. Monthly Salary	NONE
	\$3,561.84-\$5,342.84 - 40 Hr. Monthly Salary	NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides professional library services in areas such as collection development, cataloging, circulation, interlibrary loan of materials, reference, and research assistance to designated client groups for the Kentucky Department for Libraries and Archives (KDLA); and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a master's degree in Library Science.

EXPERIENCE, TRAINING, OR SKILLS:

NONE

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Performs complex and in-depth bibliographic and reference services. Performs cataloging and classifying of library materials utilizing multiple resources such as national computerized bibliographic databases, national union catalogs, and special library catalogs. Reviews and evaluates the effectiveness of library materials and recommends materials for purchase. Creates and maintains bibliographic control systems for organizing and arranging specialized materials within library collections. Provides professional research guidance with special collections and databases to library users. Performs interlibrary loan services, verifying book and journal requests of state agency and public library researchers. Serves as liaison between agency and local library staff and to other state agencies. Maintains records and reports. Provides programmatic information to client groups and serve as a presenter at workshops and other in-service training programs. Collects data and prepares written reports for federal grant program. Provides library services such as reader advisory and reference, patron account maintenance, circulation and inter-library loan, collection development and maintenance, acquisitions, and cataloging. Assists patrons in selecting materials and responding to research questions. Creates, updates, or weeds patron records. Distributes library materials on loan and retrieval and reshelving of materials. Arranges and manages library collections, including addition and removing materials. Matches library materials in multiple formats and existing catalog records or creates original cataloging records in accordance with existing internal standards and branch policies and procedures. Edits and maintains existing catalog records. Performs quality assurance checking of catalog records and physical processing of library materials for accuracy. Evaluates library materials and recommends materials for purchase. Orders library materials from vendors and inputs order and invoice information into library system based on policies and procedures. Acts as liaison between vendor and agency.

UNIQUE PHYSICAL REQUIREMENTS:

May be required to lift heavy boxes of books/records.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Typical work setting is an office/library.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.