



# SARASOTA COUNTY GOVERNMENT

## CLASS SPECIFICATION

CLASS TITLE: CLASS TITLE: LIBRARIAN

CLASS CODE: Below

EEO Code: 02

FLSA: Exempt

W/C Code: 8810

Pay Grade: See Below

### MAJOR FUNCTION(S)

**This is work initiating and supporting efforts that result in a literate community, including developing, maintaining and promoting library materials and services and assisting groups and individuals in obtaining and using information and resources.**

### TYPES OF DUTIES

- Interacts with customers in the community in developing library services and resources.
- Stays abreast of trends and developments in order to provide information and assistance in response to personal, telephone, or online requests.
- Serves in reference, technical services, children's, youth, audio-visual, or other library departments.
- Participates in selection and weeding of library resources.
- Provides formal and informal instructions to individuals and groups on use of library and library resources.
- Operates, and assists customers in the use of, basic library equipment including personal computers and audio-visual equipment.
- Monitors and maintains computer data base systems.
- Plans and implements educational, cultural, and informational programs that advance literacy and lifelong learning for children, young adults, adults and community groups.
- Engages in public relations by developing and carrying out a plan that includes creating book reviews, promotional materials, fliers and/or book lists.
- May supervise library employees, and recruit, train and supervise volunteers.
- Investigates and resolves customer concerns.
- Interprets, implements and evaluates library policies.
- Participates in system-wide projects.
- Serves as Librarian-in-Charge as required.

### JOB BASED COMPETENCIES

- Exercises Sound Financial Judgment
- Promotes Continuous Innovative Learning
- Improves Process and Builds Capacity
- Champions for Customer and Community

### JOB BASED COMPETENCIES (Specific for position)

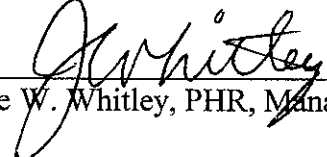
- Knowledge of modern principles, practices and procedures of library and information science.
- Knowledge of materials, reading tastes, publishers and providers of materials.
- Ability to establish and maintain effective working relationships with the general public, community groups and co-workers.
- Ability to plan and implement new systems.
- Ability to communicate clearly and concisely orally and in writing.

There are four Librarian classifications. Employees will be assigned to the appropriate subclass based on qualifications for the position. Promotion to the next pay grade level requires a performance review of "meets expectations" or better and meeting the minimum qualifications for the new pay grade as follows:

Sub Class Title	Class Code	Pay Grade	Qualifications
Librarian In-Training (10% below G8)	31982	8	Bachelor's Degree and enrollment in a MLS/MLIS program accredited by the American Library Association with the ability to obtain a MLS/MLIS within four years of appointment.  Note: Failure to obtain an MLS within 4 years will result in removing employee from the Librarian classification and may jeopardize continued employment.
Librarian - G8	31982	8	A Master's Degree in Library Science from a college or university accredited by the American Library Association or enrolled in a MLS/MLIS program with the ability to obtain a MLS/MLIS within six months of hire.
Senior Librarian - G9	32012	9	A Master's Degree in Library Science from a college or university accredited by the American Library Association and three (3) years of degreed professional experience plus the completion of the Sarasota County Career Progression Program (anticipated to take candidate between 2 to 3 years to complete). Librarian experience is described as experience providing reference services, cataloging and classifying books and materials, selecting books and materials, bibliographic control, developing procedures for circulation and library organization and/or administration
Supervisor, Librarian	31992	10	See separate classification specification

Note: Being promoted to Sr. Librarian requires supervisor and manager to verify incumbent has completed the Career Progression Program on page 3 of this document.

**APPROVED BY:**

  
 \_\_\_\_\_  
 Joanie W. Whitley, PHR, Manager, Compensation and Performance Management

**DATE:**

2/7/06

History: 5/18/01