

# ARIZONA SUPERIOR COURT IN PIMA COUNTY

## Pima County Juvenile Court

### Job Description

**Job Title:** Librarian

**Job Code:** 8042

**Pay Grade:** 40

**FLSA Status:** Exempt



### **PURPOSE OF CLASSIFICATION:**

Develops and manages a specialized medical or technical library, including organization and provision of reference and research services, collection acquisition, cataloging and distribution, and developing bibliographic materials in response to user requests.

### **ESSENTIAL FUNCTIONS:**

- Develops and manages a specialized technical or medical library service for assigned departments.
- Develops and operates a library materials distribution system.
- Coordinates the inter-library loan (ILL) of materials with other County departments and public, private, legal, medical, engineering and business libraries.
- Participates in the review of the collection and recommends acquisition of new materials and the culling and disposal of outdated or extraneous materials.
- Selects, orders, catalogs and classifies special collections of technical and medical books, manufacturers' catalogs and specifications, periodicals, magazines, newspapers, audio-visual materials, microforms, journal reprints and other materials.
- Catalogs all library materials according to specialized or general cataloging systems in manual and/or automated systems and maintains manual and automated card-files, check-out/-in folders and retrieval records and acquisition lists.
- Prepares and submits library budget proposals and administers operating budgets.
- Initiates reimbursement/collection actions for library materials lost, damaged or destroyed by patrons.
- Determines main entries, subject headings and any additional information required, using an efficient system of accountability of collection materials.
- Provides research assistance to requesters, which may include preparation of bibliographic 'Medline' and related computer-based searches and indices of studies, ordinances, and like materials.
- Develops and maintains bibliographic or reference manuals for the collection; Advises patrons on, and coordinates compliance with, copyright issues.
- Supervises and participates in the labeling, repair, cleaning and related activities associated with maintenance of the collection.

- Coordinates and attends meetings of the Library Committee or management team overseeing library operations to provide input for library operations and implements directions from such bodies.
- Instructs patrons in the use of the library and available reference materials and tools.
- Prepares and submits routine, recurring and special reports of activities.
- Researches and evaluates multi-media equipment, resources and materials for addition to the library collection or use in library operations.
- Performs or coordinates servicing and maintenance of library resources, e.g., computers, microform/microfilm readers, printers, copiers and associated peripheral equipment.
- May supervise staff providing direct support to library operations.
- Performs related duties and projects as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Must have knowledge of principles and practices of library science, including collection development and maintenance.
- Must have knowledge of computer-based resources and applications in a library system.
- Must have knowledge of principles and techniques of public relations related to the promotion of library resources and services.
- Must have knowledge of budgeting, accounting and procurement processes, as well as trends and advances in library management and resources.
- Must have knowledge of pertinent copyright law, rules, regulations and “fair use” doctrines.
- Must have knowledge of principles and techniques of staff supervision, training and evaluation.
- Must have skill in developing and managing the provision of specialized library services.
- Must have skill in developing and maintaining a multi-media library collection.
- Must have skill in evaluating and culling the collection to maintain its integrity and usefulness.
- Must have skill in developing and administering a work-unit budget.
- Must have skill in operation and maintenance of library equipment.
- Must have skill in maintaining records of activity and submitting routine, recurring and special reports.
- Must have the ability to effectively communicate with coworkers, court staff, and the public.

**MINIMUM QUALIFICATIONS:**

A Master’s degree in Library Science (M.L.S.) from an accredited college or university and one year of experience as a supervised intern, library assistant or librarian in a public, school, medical, legal or technical library. OR a Bachelor’s degree from an accredited college or university with a major in education, business, engineering or public administration and two years of experience as a technical, school, legal, special library, business, law or engineering librarian. OR any equivalent combination of experience, training and/or education approved by Human Resources.

**LICENSES AND CERTIFICATES:**

None required.

**PHYSICAL DEMANDS/WORKING CONDITIONS:**

Typically performs duties in an office/library environment and may lift materials and/or equipment 20 lbs or less.

**DISTINGUISHING CHARACTERISTICS:**

This is a classified position that reports to the Probation Division's Officer Safety and Training Supervisor. The incumbent performs duties under limited supervision and has no supervisory responsibilities.

Date:

Revised: 11/22/04, 07/01/05, 10/26/07, 5/8/09