

The Maryland-National Capital Park and Planning Commission

TITLE: Librarian
SERIES: General Administrative

GRADE: G CODE: 2360
DATE: 1/13/88

Class Definition

Under direction, performs professional librarian work, involving moderate responsibility, complexity, and variety. Provides general librarian services at the Commission's main technical library. Administers the day-to-day library functions. The library is designed to provide full services to the Commission and limited services to the general public. Performs other related duties as assigned.

Examples of Important Duties

1. Plans programs. Assists in defining goals and objectives for library. Develops policies and procedures. Recommends budget items.
2. Performs reference services. Locates particular library materials (e.g., articles, periodicals, books, reports, maps, photos) upon request. Compiles bibliographies and answers questions on specific topics for Commission staff. Operates computer terminal to run customized reports of census data. Assists readers in using library materials and equipment (e.g., microfilm viewer). Arranges inter-library loans for library materials at other libraries in region. Checks out library materials to Commission staff.
3. Makes purchases. Identifies and orders new library materials (e.g., books, periodicals) for collection. Assembles data and types purchase orders and check requests, Keeps records for each order or subscription (e.g., source of request, date ordered, date received). Makes claims for missing or incomplete orders.
4. Catalogs materials. Receives and inspects new library materials. Identifies and describes materials. Classifies subject of materials and assigns code numbers. Types data on catalog cards and check-out. Attaches card pocket and check-out cards to materials. Prints subject code number on material. Orders pre-printed catalog cards from Library of Congress or sends original cards to print shop for duplication. Inserts new cards in card catalog. Places new materials on shelves. Lists new materials in library newsletter.
5. Reviews technical literature, meets with vendors, and exchanges information with other libraries to identify new methods and technology for library.
6. Edits draft master plans, reports and other documents written by Commission staff to correct spelling, punctuation, grammar, style, and format.

