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Librarian	June 14, 2025	14	Professional
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CHARACTERISTICS OF WORK

Under general supervision, this position catalogs, manages, and curates the accumulated information, publications, and knowledge of the Department, making these resources accessible to meet the needs of the Department employees.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas Department of Transportation is an "at will" employer.

- Catalog original ARDOT print, media, and electronic publications in OCLC WorldCAT in addition to other selected non-ARDOT reports.
- Copy catalog materials to be added to the collection using OCLC Connexion.
- Update local catalog system (EOS Web); stamp, label and shelve physical items.
- Assess and assist with providing access to any Departmental collections.
- Provide recommendations regarding internal cataloging standards.
- Provide circulation services to patrons.
- Coordinate with other areas of the Department to reduce duplicative collections and maximize electronic/online access.
- Interact professionally with various levels of employees.
- Review and disseminate relevant information to promote and educate Department personnel in terms of library resources.
- Conduct literature searches and reviews.
- Prepare various reports, format, produce and announce new ARDOT research reports and create research summaries as required.
- Investigate ARDOT research ideas and proposals through the appropriate channels, such as TRID/RIP, and compile summaries of that information.
- Provide guidance to the Research Section on issues related to information, knowledge or data management as it affects research projects.
- Keep abreast of ARDOT research priorities and needs and evaluate as needed.
- Assist with coordinating, supporting and conducting in-house research, data collection and analysis, projects and various other Research related activities.

MINIMUM REQUIREMENTS

Education and experience: The educational equivalent to a bachelor's degree in Library Science or Library and Information Science from an American Library Association (ALA) accredited institution or in a related field from an accredited college or university. Experience as a librarian, archivist, curator, records analyst, or other related position using applicable information database systems. Experience in cataloging. Experience with national cataloging rules and working with MARC formats. Technical writing experience preferred. Transportation and/or Research library experience preferred.

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Knowledge, skills and abilities: Knowledge of integrated library systems. Ability to manage multiple projects and deadlines. Familiarity with the OCLC Connexion. Familiarity with Library of Congress Subject Headings (LCSH) and LC classification. Proficiency in formatting print or online publications using desktop software, graphic design software, or web-based methods. Proficiency in Microsoft Word, Excel, and SharePoint. Marketing, promoting, and outreach skills. Familiarity with Section 508 compliance and accessibility. Ability to prepare comprehensive reports and present ideas clearly and concisely in written and oral form. Ability to work independently.

Working conditions: Office environment.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)