

LIBRARY/INFORMATION RESOURCES SERVICES SPECIALIST

KIND OF WORK

Professional library work involving performing or directing library/information services for state departments, and/or their clients; correctional facilities; or regional treatment centers and nursing homes. Clientele may include agency management and staff; other State agencies, Governor's Office, legislators and staff, other jurisdictions, private citizens, community organizations, professional associations, private industry, and educational institutions. Directing/providing reference services, cataloging, basic administration, planning, library policy development, acquisitions, collection development and circulation.

Job Evaluation profile narrative (Hay method):

Know-How - Requires a basic grasp of the principles and practices of library/information science and library operations sufficient to develop and administer a system of diverse/specialized technical library information services.

Problem-Solving - Requires interpretive problem solving within the substantially diversified procedures, specialized standards and historic examples.

Accountability - Work is regulated by practices and procedures covered by historic examples or well-defined specific process considerations. Impact is contributory.

NATURE AND PURPOSE

Under general supervision, exercises control over the administration of library/information services, including reference, cataloging, planning, policy development, acquisitions, collection development, circulation, and budgeting. Incumbents receiving direction from a higher level librarian may oversee specific library program(s). Performs related work as required.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Arranges for the acquisition, classification and cataloging of library print and non-print materials.

Develops and implements the library program for a hospital, school, institution or special library.

Serves as instructional resource consultant and material specialist to teachers and students.

Prepare special instructional resource materials upon request.

Instructs staff and students in the services and uses of the library/media center.

Circulates library materials.

Acquires, classifies and catalogues documents, books, films, periodicals, slides etc.

Prepares special bibliographical materials.

Operates and maintains audio-visual equipment.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Principles and practices of library science sufficient to provide effective library services.

Agency programs sufficient to effectively develop collection and provide users with relevant information resources.

Planning procedures and practices sufficient to plan for future library program needs.

Ability to:

Communicate effectively with clientele sufficient to define requests for service and respond appropriately.

Evaluate, select, and acquire print and non-print materials.

Prepare and make effective oral and written presentations for use within and outside the department or facility.

Develop and/or administer budget.

Est.: 7/6/67

Rev.: 12/87, 6/98, 4/99, 8/99

T.C.: 12/87

Former Title(s): 000428: Librarian