

LIBRARY/INFORMATION RESOURCE  
SERVICES SPECIALIST SUPERVISOR SENIOR

KIND OF WORK

Professional and supervisory 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.

At the Specialist Supervisor Senior level incumbents are accountable for those responsibilities described above, as well as other specialized activities, projects and services requiring an additional area of expertise.

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 multi-site/multi-program library, and provide effective library services.

*Problem-Solving* - Requires interpretive problem solving within clearly defined agency policies and principles of library/information science.

*Accountability* - Work is reviewed based on practices and procedures which are covered by examples of history, process considerations, requirements identified or review of results with key customer representatives. Impact is contributory.

NATURE AND PURPOSE

Under limited supervision, directs broad multi-program library/information services. Incumbents typically are responsible for providing specialized expertise such as media production, research and report writing, and program delivery and/or training (in such areas as rehabilitation, resident treatment programming, etc.). Administrative responsibilities typically involve comprehensive long-range planning including client needs assessment, and marketing and evaluation of services. Supervision of staff.

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

Supervises professional, paraprofessional and clerical staff, including hiring employees, controlling work, training, administering or effectively recommending discipline and conducting performance reviews.

Directs the activities of large library-media centers providing advanced specialized services.

Serves as consultant and advisor to staff and students on library services and/or acts as technical resource person in the classroom when requested by teaching staff.

Directs the acquisition, classification, indexing and cataloging of all print and non-print materials.

Produces educational materials for inclusion in the library as needed.

Provides instructional staff with information regarding students' progress, problems and achievements in using library resources.

Assists clientele in researching bibliographies, collections and instructional resource technologies.

Keeps records, takes inventories, writes reports.

Operates and maintains audio-visual equipment.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

The principles and practices of library science and library operations sufficient to develop and administer a multi-site/multi-program library, and provide effective library services.

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

Media production techniques sufficient to produce audio/visual educational and informational materials in a variety of subject areas, and to serve as expert resource in the selection of equipment.

Planning procedures and practices sufficient to develop short and long-range plans for library operations.

Library/Information Resource Services Specialist Supervisor Senior

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Principles and practices of supervision sufficient to ensure effective use of subordinate staff.

Ability to:

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

Promote and encourage the use of library/information center services sufficient to attain library program goals and enhance the influence of professional clientele in their activities.

Identify, select, and negotiate the use of information networks and other reference/referral services.

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

Collect, analyze, interpret, and present complex data in written form.

Develop and administer library budget.

Est.: 4/8/81

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

T.C.:

Former Title(s): Librarian Supervisor  
Senior