

## LIBRARY DEVELOPMENT AND SERVICES SPECIALIST

### KIND OF WORK

Professional library consultative work.

### NATURE AND PURPOSE

Under limited supervision, provides consultative services and professional advice to library personnel, boards, administrators, and policy makers in the development and implementation of comprehensive library and information services. Provides library governance, planning and evaluation. Provides collaborative programs and systems of sharing resources. Develops and conducts comprehensive studies of problems/needs of libraries and library systems, standards and long-range/strategic plans; 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.)

Consults with library administrators, boards, and library staff of all types of libraries to develop, plan, improve and coordinate statewide library development, systems and services.

Analyzes, applies and communicates state and federal library laws, rules and procedures regarding library governance and services.

Plans, develops and implements continuing education and staff development programs for library staff to meet identified needs. Evaluates activities and outcomes.

Designs and implements surveys and other data collection and reporting methods; analyzes findings and writes analytical reports.

Reviews grant proposals for compliance with federal and state requirements, executes grant agreements, evaluates achievement of grant objectives, monitors reports and authorizes grant payments.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

In-depth principles/practices of library science and information management, library organization, planning, management, operations and services libraries and library systems.

Planning principles, assessment, methodology and evaluation tools and techniques.

Budget policies and practices for direct preparation, review and analysis of grant budgets and fiscal documents to ensure expenditure in accordance with federal and state grant requirements.

Laws, policies and procedures in the governance and administration of libraries and library systems.

Ability to:

Identify best practices, develop strategic and long-range plans for improvement and development of libraries, library systems and resource sharing.

Design, implement and analyze results of studies and surveys to assess the status of library development, trends and library services.

Write and edit reports, publications and correspondence and organize materials from a variety of sources sufficient to summarize and/or communicate in detail.

Speak in public sufficient to effectively make presentations, conduct workshops, provide training and address professional organizations.

Build collaborative and cooperative relationships across diverse community and educational organizations, negotiate agreements and arrive at consensus.

Est.: 5/88  
Rev.:

T.C.:  
Former Title(s):