

WASHINGTON STATE DEPARTMENT OF PERSONNEL

Specification for Class of

LIBRARY INFORMATION SPECIALIST (25150)

**Abolished Initially Effective January 13, 2006**

**Abolished Final Effective February 10, 2006**

Definition: Under the general direction of a higher level library information specialist, performs a variety of professional librarian duties for a library service site or other state agency library, or within an operational unit or team of the Washington State Library. May supervise and train library information technicians, clerical staff, temporary or resident clerical staff, volunteers, or interns.

Typical Work

Performs complex bibliographic and informational searches;

Writes user manuals, technical bulletins and training information;

Provides consultative support to user groups on the capabilities and uses of specific products and services;

Assists customers in maintaining current awareness in special interest areas, such as preparing bibliographies, and displays;

Assists in collection assessment;

Monitors expenditures of materials fund;

Corrects holdings records on databases via bibliographic interface; catalogs and enters records for uncatalogued materials into databases; prepares downloaded discs for retrospective conversion;

Conducts research projects;

Independently analyzes intellectual content of all types of library materials; translates, formulates and organizes bibliographic information according to prescribed national library cataloging codes; creates automated bibliographic data base records;

Selects all formats of library material;

Trains and instructs other library staff;

Performs other work as required.

Knowledge and Abilities

Knowledge of: theories, principles and practices of the library profession; techniques of selection, classification, cataloging, reference and research.

Ability to: use and explain library services and facilities; perform various library duties requiring independent judgment and action; provide public service; compile data, reports or surveys; ability to analyze situations correctly; meet the public and establish effective cooperative relationships with those contacted in work; write effectively; interact courteously with customers; work effectively in a team environment.

Minimum Qualifications

A Master's degree in library science from an American Library Association accredited program and certification by the State Librarian authorized through the Office of the Secretary of State; or certification by professional portfolio as authorized through the Office of the Secretary of State;

AND

Two years of experience as a professional librarian.

New class: 12-1-67

Revised minimum qualifications: 6-25-76

Revised minimum qualifications: 9-9-88

Revised definition, minimum qualifications, general revision, & title change (formerly Librarian 3): 1-13-95

Revised minimum qualifications: 7-12-02