

WASHINGTON STATE DEPARTMENT OF PERSONNEL

Specification for Class of

SENIOR LIBRARY INFORMATION SPECIALIST (25170)

Abolished Initially Effective January 13, 2006

Abolished Final Effective February 10, 2006

Definition: Serves as the designated coordinator for one or more statewide initiatives; and/or as the designated lead/liaison, provides focused information services through either advanced reference, technical, or consultation services to external customer groups; and/or, a designated full-time project leader or liaison for internal or external cross functional/multi-disciplinary teams or groups focused on strategic initiatives; or, the designated lead/manager of an operational unit or team within the State Library or a library operated by a state agency.

Distinguishing Characteristics: To be a designated coordinator, project leader, liaison, or lead/manager, requires the designation to be in writing as identified in the Classification Questionnaire and approved by executive management. These positions are distinguished from other professional level positions by requiring (1) advanced journey level knowledge of specific library principles and practices; and (2) a broad-based knowledge (such as context, background, library practices and principles) of subjects related to the field of librarianship, information technology, and information service delivery. Incumbents are independently responsible for projects, problem identification, and problem resolution within area of responsibility.

Typical Work

Designs and prepares technical documentation on new and modified electronic service delivery systems;

Provides personalized library service by anticipating, extrapolating, evaluating and customizing information or services;

Determines cost effectiveness, efficiency, and potential customer satisfaction;

Reviews cataloging performed by other staff by analyzing, evaluating and interpreting complex information from a variety of disciplines and in multiple formats translates intellectual content using prescribed national library codes for creation of automated bibliographic database records;

Coordinates special projects of the unit or team; assumes responsibility for advisory teams and their activities;

Develops and implements policies and procedures for selecting, maintaining and evaluating special collections within the guidelines of the Washington State Library collection development policy;

Provides consulting services to improve library service and development of libraries in the state; includes consulting in areas such as administration, organizational development, collection management, information access, facilities, equipment, personnel, and financial support;

Keeps current with customer interests and needs by developing needs assessment tools which identify interests and study trends; functions as content or process specialist on customer problems;

Prepares biennial budget for operational unit or branch and monitors monthly expenditures;

Responsible for specific phase or phases of library development programs, including federal initiatives or projects;

Develops and conducts training programs;

Presents public presentations;

Use in-depth knowledge of libraries and library information technology to analyze and develop library information products/data bases. This includes conducting needs analysis with client, team designing appropriate data structure, data flow and selection of appropriate tools/technology;

Maintain awareness of networking standards, technology, and national developments. Tracks essential technologies and studies their applicability in the local environment;

Designated coordinator of statewide initiatives or major electronic library system applications;

Participates in the development and implementation of policies and procedures relating to overall technology planning for library systems, including the delivery of information and information retrieval;

Acts as designated lead for the quality control and maintenance of the OPAC. Responsible for maintaining the integrity of the catalog by resolving authority records conflicts, bibliographic records errors, duplicates, MARC coding errors, etc. and assuring the quality of external records from vendors and other sources.

Performs other work as required.

Knowledge and Abilities

Knowledge of: theories, principles and practices of professional library administration and procedures; thorough knowledge of library science, including library techniques and procedures; compilation of data and reports; methods of customer needs assessment; customer relations principles and practices.

Ability to: plan and coordinate work of an operational unit or service team, specialized service, phase of a library program, or consultative service; interact courteously with customers; analyze situations accurately and adopt an effective course of action; compile data, make reports; communicate effectively orally and in writing; 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

Three years of experience as a professional librarian.

New class: 12-1-67

Revised minimum qualifications note: 6-25-76

Revised minimum qualifications note: 9-9-88

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

Revised definition, distinguishing characteristics, minimum qualifications, and general revision: 1-19-01

Revised minimum qualifications: 7-12-02