

WASHINGTON STATE DEPARTMENT OF PERSONNEL

Specification for Class of

PRINCIPAL LIBRARY INFORMATION SPECIALIST (25190)

Abolished Initially Effective January 13, 2006

Abolished Final Effective February 10, 2006

Definition: Within the Washington State Library provides advanced professional for library services. Primary responsibility is planning and implementing strategic and complex initiatives as designated by the Executive Management Team (EMT) from the WSL Strategic Plan or industry-identified trends in library service development; or, performs analysis, design, development, and/or support for large major technology applications that are vital to program delivery. May serve as designated technical mentor, coach or trainer.

Distinguishing Characteristics: These are professional level specialist positions. Incumbents are expected to creatively evaluate and meet program and/or project needs of the agency. Incumbents possess advanced library knowledge, understand the business needs of the agency and are conversant in the customer's business language. In order to carry out responsibilities as designated by EMT, designation must be in writing as identified in the classification questionnaire.

Typical Work

Responsible for multi-dimensional projects (multiple phases within a project - including technology. Provides highly complex consulting services for customers; plans and manages the information requirements and needs of decision-makers in organizations which they serve.

Plans, organizes, researches and develops test plans for new or modified on-line and batch system functions.

Performs customer services analysis and develops library services.

Develops design specifications and provides consultation for implementation for new or modified library applications.

Responsible for agency participation in and/or provides technical consultation in collaborative development efforts with federal and state agencies, other library, networking or data processing groups.

Provides personalized library services by navigating, evaluating information sources, coordinating research efforts, and facilitating information access;

Develops data to support budget requests and prepares budget for large projects.

Coordinate major statewide projects, provide leadership, monitor and analyze information technology using in-depth knowledge of library information technology tools and trends.

Conducts research, tracks emerging trends and monitors industry developments in the application of technology to information access.

Serves as a consultant for government agencies, libraries and other organizations relating to conversion of data and library collections to digital, electronic preservation formats and archival management of electronic collections of government information.

Performs other work as required.

Knowledge and Abilities

Knowledge of: theories, principles and practices of professional library administration and procedures; trends in library developments and electronics; thorough knowledge of library science including techniques, procedures, and problems in areas of specialization; customer relations principles and practices.

Ability to: plan and coordinate work of an operational unit or service team, principal phase of a library program, or consultative service requiring independent judgment and action; analyze and recommend needed changes in methods and procedures; design and analyze customer needs assessment; develop and maintain collaborative relationships; develop learning objectives and training programs; 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

Five years of experience as a professional librarian.

New class: 12-1-67

Revised minimum qualifications: 8-9-71

Revised minimum qualifications note: 6-25-76

Revised minimum qualifications note: 9-9-88

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

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

Revised minimum qualifications: 7-12-02