

DESCRIPTION: Under general supervision, a full performance level professional Librarian requiring technical skill and knowledge in the field of library and information science. Coordinates the planning, delivery and evaluation of services of a functional area of the Library Commission. Represents the Library Commission with libraries, related agencies, organizations, and boards. Performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

The Librarian class is distinguished from the Senior Librarian class in that Librarian duties are more transactional, prescribed, and consistent than Senior Librarian Work. Librarians have responsibility for a functional area of the Commission. The Senior Librarian class reflects a broader scope, complexity, independence, and involves strategic planning, grant administration, and the overall administration of a significant program. Librarians provide a service to other libraries or external customers while Senior Librarians are responsible for the overall administration of a statewide program to assist Nebraska libraries to develop and implement new technology, programs or policies in a specialty area.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do these examples include all the duties that may be assigned.)

Coordinates, promotes, and evaluates programs and/or services provided to Library Commission customers.

Identifies program, service goals, and objectives for unit assigned in a division.

Performs assigned work in an area of library and information science to support the Library Commission.

Serves as a resource for Library Commission customers.

May plan and conduct workshops, training activities, or other continuing education activities for Library Commission customers and staff.

Writes and reviews reports, studies and/or professional articles involving library science and special projects.

Participates as a member of various Library Commission teams and work groups.

May schedule, assign, oversee and review the work of support and/or professional staff; to include conducting performance evaluations.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: Library science and information research; strategic planning; computer and internet operations; management principles; workshop and seminar planning; writing and editing reports, studies and professional articles; applicable state and federal statutes, funding and reporting requirements, key goals, objectives and performance measures of program areas and service units; scope and impact of library; operations and their relationships with program areas, service units, and agencies and organizations inside and outside the agency.

Skill in: Communicating effectively; planning, organizing, researching, and gathering information.

Ability to: Apply professional knowledge to set and meet goals, objectives and strategies to provide service for Nebraska Library Commission customers; communicate with library professionals and the public on library related services; interact with customers of varied educational levels to provide Nebraska Library Commission services; read and understand federal and state directives and regulations; give presentations; deliver training and workshops; and communicate effectively.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Master's degree in Library and Information Science from an American Library Association Accredited program, plus experience in professional library/information work.

SPECIAL NOTES:

Incumbents may be required to possess a valid driver's license or the ability to provide independent authorized transportation to perform work-related travel.

State agencies must evaluate each of their positions to determine their individual overtime eligibility status. FLSA regulations state positions cannot be exempted based on job title; rather the duties and responsibilities of each position must be evaluated by application of FLSA exemption criteria.