

DESCRIPTION:

Under limited supervision, a professional Librarian responsible for the overall administration of a dynamic and statewide program on behalf of the Nebraska Library Commission which involves grant administration, strategic planning, assessment, consultation, and the research and application of best practices in administering the assigned program/programs with related libraries, agencies, organizations, and boards; performs related work as required.

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

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. The Librarian class is distinguished from the Senior Librarian class in that Librarian duties are more transactional, prescribed, and consistent than Senior Librarian Work. The Senior Librarian class is distinguished from the Librarian class based on utilizing a higher level of latitude, independent judgment and discretion in program administration, autonomy to set goals and strategic direction in program coordination, provides a broad level of consultative services to libraries, agencies, organizations and boards, provides research and consultation of products and services to address innovative library trends and customer service expectations, complexity and wide range of assigned program area, grant administration, and level of responsibility to serve in a leadership capacity on boards and/or committees outside the commission.

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.)

Identifies program and service goals and objectives for a program area of library and information science both within the agency and within program areas affecting Nebraska libraries.

Leads work groups, boards and/or committees both within and outside the Library Commission in a team approach setting to facilitate Library Commission programs, services and goals. Identifies problems and develops solutions by participating as a member of various Library Commission teams and work groups.

Coordinates, promotes, and evaluates programs and/or services for Library Commission customers to promote current and evolving library science. These functions may include analysis of national trends and practices to determine appropriate use in Nebraska Libraries; the collection, compilation, and distribution of research resources, services and evolving library science.

Develops and conducts workshops, training activities, or other continuing education activities regarding program areas of library science for libraries, boards, communities, and/or committees statewide.

Serves as a subject matter expert and consultant to libraries, library related agencies, and regional library systems in areas such as use of best practices, program direction, and policy and procedure use and development in libraries.

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

Administers grant process for assigned grants.

May schedule, assign, oversee and review the work of both professional and nonprofessional staff; to include conducting performance evaluations.

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

Knowledge of: Applicable state and federal statutes, funding and reporting requirements; key goals, objectives and performance measures of program areas and service units; the scope and impact of library operations and their relationships with program areas, service units, and agencies and organizations inside and outside the agency; current and evolving technology that can be utilized within Nebraska libraries to develop, promote, or enhance services for library customers; library and information science; strategic planning; computer and internet operations; management and supervisory principles, budget preparation and planning; workshop and seminar planning; writing and editing reports, studies and professional articles; current and evolving library technology in specialized area.

Skill in: Problem solving, information science; training, teaching or presenting information, and conducting research.

Ability to: Evaluate agency and library system problems and advise top management as to optimal courses of action; keep abreast of library science trends; communicate effectively; assess programs and consult accordingly in area of procedure, policy setting and implementation of evolving library science; administer grant programs and understand political ramifications of decisions made; consult with librarians on a program level; perform in a lead role in one or more functions; supervise professional librarians and other professional or support staff; plan and direct a key or critical library service; communicate with library professionals and the public on library related services and programs; interact with customers of varied educational levels to provide statewide library services; read and understand federal and state directives and regulations.

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 Science from an American Library Association Accredited program OR at least three years of experience in professional library/information work in a specialized area.

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.