

DESCRIPTION: Under limited supervision, manages a library in a state facility or agency, AND/OR performs archival work in the day-to-day operation of an agency. The Librarian/Agency class includes maintaining library circulation, inter-library loans; and procuring, classifying, and cataloging books, periodicals, materials, and supplies AND/OR catalogs and manages digital or paper archives. Specialized library services are provided in accordance with the agency function. Incumbents work independently and make decisions in maintaining the day-to-day operations of the library; performs related work as required or assigned.

DISTINGUISHING CHARACTERISTICS: The Librarian/Agency class is used in state agencies that offer a recreational and/or research library for persons served and employees of the agency OR is used by agencies that maintain large document or image archives separate from the State Historical Society (which has a curator, research, preservation and collection acquisition focus). The Librarian/Corrections class performs routine librarian activities such as maintaining circulation, inter-library loans, and cataloging materials and is only utilized in correctional institutions which maintain both a recreational and legal library. The Librarian and Librarian Senior classes represent the Nebraska Library Commission by providing advisement and support regarding library programs to libraries throughout the state.

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

Responsible for day to day library operations.

Classifies and catalogs a variety of library materials, including books, magazines, video tapes, cassette tapes, CD's medical journals, legal documents, and other materials particular to the library function.

Develops and maintains circulation procedures.

Advises and provides assistance to users in reference and research queries, including data base searches.

Obtains requested material through inter-library loan with other libraries.

Selects and purchases all library materials and equipment through grants and the general budget to enable the library to provide better services.

Participates in the budget planning process and may write grant proposals.

Recommends changes and provides input in the development of library policies and procedures.

Weeds and discards outdated, unusable books and materials.

Answers questions, conducts needs surveys, and procures reference materials to meet the needs of library users.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: professional library principles and practices; library reference materials and tools of research; methods, practices, and rules governing the conduct of library users.

Ability to: establish and maintain effective working relationships with library users and staff; stimulate the interest of readers on the resources of the library; perform effective library reference research, reader advisory, and other professional library work; access and utilize the inter-library loan system; communicate effectively both orally and in writing; maintain orderly and professional conduct of library users.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

Knowledge of: professional library principles and practices; library reference materials and tools of research; reader interest levels and of books and authors; methods, practices, and rules governing the conduct of library users.

Ability to: establish and maintain effective working relationships with library users and staff; stimulate the interest of readers on the resources of the library; communicate effectively both orally and in writing; maintain orderly and professional conduct of library users.

JOB PREPARATION GUIDELINES: (Entry knowledge, skills and/or abilities may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

Any combination of training and/or experience that will enable the incumbent to possess the required knowledge, skills and abilities. A general qualification guideline for positions in this class is post high school coursework/training in library science or a related field and experience providing services in a library.

SPECIAL NOTE:

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.