

DESCRIPTION: Under limited supervision, manages the library services and operations within a correctional institution including both a recreational library and a legal library. Duties include maintaining circulation; conducting inter-library loans; procuring, processing, and cataloging books and other materials such as; periodicals, CDs, DVDs, materials, documents, images and supplies. Incumbents provide day-to-day library services in a variety of library operations; supervise and assist inmates and inmate workers, and performs related work as required or assigned.

DISTINGUISHING CHARACTERISTICS: This 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-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 and Librarian Senior class 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Weeds and discards outdated, unusable books and materials.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.

Compiles various statistics; files documents and correspondence, and writes reports relating to library activities, its accomplishments, and needs, to comply with directives.

Escorts inmates, monitors inmates, and complies with agency operations memorandums, rules, regulations and other directives to maintain effective security.

A37750 – LIBRARIAN/CORRECTIONS (continued)

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

Knowledge of: agency functions, organization, objectives, and their interrelationships.

Ability to: manage a library at the agency facility; understand and enforce rules governing the users; exercise mature, objective, sound judgment, communicate effectively with library users, agency staff, and the public.

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, methods, materials, and practices; books, reference materials, and authors; rules and regulations governing the library users, general security, and emergency procedures.

Ability to: communicate effectively with people at all levels and with different cultural backgrounds.

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 and experience in providing library services and serving the library users.

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.