

DESCRIPTION: Under limited supervision, performs a combination of professional and administrative duties relating to the management of a specific curatorial program(s), and serves as coordinator of a specific administrative function for the entire division. Incumbents are responsible for the implementation of administrative policies within their programs. Some positions may provide supervision to subordinates; 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.)

N/A

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.)

Manages one of the following curatorial programs: Library, Reference, Photographs, Digital Records, Public Records, Manuscripts, Audio Recordings and Moving Images. Duties in this regard include responsibility for the management, curation and care of a specific area (such as, Photographs, Digital Records, Public Records, Manuscripts, Audio Recordings and Moving Images) and coordination of access to collections utilizing accepted principles of library and/or archival science and organizational policies and procedures.

Coordinates administrative functions that may include: Collection Acquisition, Collection Management, Digitization, Automation, Reproduction Services, and Outreach. Each of these functions cut across curatorial lines and requires work in teams.

Plans, organizes, assigns, and directs the work activities of the assigned program to provide services and to ensure consistent application of policies, procedures, guidelines, and accepted professional principles.

Formulates and implements policies as they relate to curatorial programs and administrative functions.

Curates professional research as it relates to the specific area of assignment.

Promotes professional contacts as they relate to the specific area of assignment.

Trains staff in principles, practices, policies and procedures to provide better services and comply with directives.

Serves on interdepartmental teams developing programs and services that address both the team's and the agency's overall mission and goals.

Prepares and presents programs on Library/Archives services or areas of expertise; aids in other outreach programs as required.

Consults with other Nebraska agencies and organizations as required.

Compiles various statistics; writes reports on activities within curatorial program(s) and administrative function; writes procedures as needed.

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Assists in the preparation of budgets and in other administrative needs as required.

Performs related duties as required.

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

Knowledge of: the responsibilities assigned to the position; the organizational structure, mission, and activities of the employing agency; sources of information pertinent to the assigned duties; agency policy and procedures.

Ability to: formulate and recommend alternative courses of action to meet organizational/operational goals and objectives.

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

Masters of Library Science or a Masters of Library and Information Systems from an American Library Association Accredited Library School, plus one year of relevant experience. Experience can be substituted for education on a year for year basis.

SPECIAL NOTES:

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).