

DESCRIPTION: Under general supervision, this is an entry level position requiring technical skill and knowledge in the field of Talking Book and Braille Service (TBBS) and familiarity with library routines and procedures. Serves as resource person for TBBS collections and provides services to TBBS patrons; performs related work as assigned.

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

This is the first level in a series of two: Library Reader's Advisor; Library Reader's Advisor/Senior. Positions at this level are responsible to provide specialized technical assistance to customers, librarians, and administrative personnel in library functions, operating within established guidelines and policies. Positions allocated to the Library Readers' Advisor/Senior classification are assigned supervisory duties and coordinate the operations of the Talking Book and Braille Services.

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

Identifies and provides programs and/or services to TBBS patrons using a computerized library system.

Reviews and maintains computerized patron profile records for completeness and accuracy.

Serves as TBBS collection resource provider in response to patron needs and requests for service.

Assigns TBBS subject codes to new books and publications.

Compiles standardized computer generated reports to include updates on patron addresses and subscriptions.

Assists patrons in the use of on-line catalogs and direct downloads of audio and Braille files.

Oversees the collection development and circulation of TBBS Braille and print/Braille, plus the checking in of audio magazines circulated by TBBS.

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

Knowledge of: Nebraska Library Commission's Talking Book and Braille Service and Library of Congress regulations and guidelines; Americans with Disabilities Act; library science; and information searches via computer.

Skill in: Researching and gathering information via computer systems.

Ability to: Provide library materials in accessible formats for individuals with visual or physical impairments; communicate with library professionals and the public on TBBS related services and programs; interact with patrons of various disabilities to provide statewide TBBS library services; understand and interpret regulations; and communicate effectively.

S37131 – LIBRARY READER’S ADVISOR (continued)

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

Course work in library science, including use of on-line resources, OR library public service experience.

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).