Library Specialist - University

DESCRIPTION OF WORK: Positions in this banded class perform specialized duties in the field of information science and knowledge management, typically provided in libraries, archives, or records management programs. In a university, a library serves as the primary information source for an academic/research department or professional school. Positions in this role perform complex, high level work concerned with accessing, analyzing, organizing, summarizing, and coding the intellectual content and format of the information resources and collection. Work may include provision of reference and access services, preservation of collections, and planning and management of projects and budgets. Positions require detailed knowledge of guidelines, policies, procedures, standards, regulations, and practices pertaining to organization and delivery of information resources in a variety of formats. Positions require extrapolation from existing guidelines to unique situations and thorough knowledge of data structures, data coding, and data relationships for specific online information systems and databases. Positions require specialization in a discipline, field, or subject/functional area. Work may include training, supervision, facilities management, or safety/security.

EXAMPLES OF COMPETENCIES:

CONTRIBUTING:

Knowledge-Program/Technical: Fundamental knowledge of library and information science principles, current systems, technologies and procedures; concepts of fair use, copyright law, state and federal public records law, intellectual property rights; and multiple, complex sets of standards, policies and procedures. Continued education of new technologies and processes related to the specialized area. Recognizes specialized vocabularies, technical terminologies, bibliographies, complex databases, indices, and other navigational tools in a variety of formats and languages. Fluency in foreign language(s) or technical terminology.

Client/Patron Service: Provides customized information and resources in area of specialization. Solves varied, complex, and non-routine problems in using technology, resources and facilities. Collects information and conducts routine searches. Uses complex search strategies to obtain results. Consults with academic departments, schools, and other organizations. Conducts surveys of existing records/database systems and proposes new and improved systems.

JOURNEY

Knowledge-Program/Technical: Comprehensive knowledge in a specialized area; current systems, technologies, procedures, concepts of fair use, copyright law, state and federal public records law, and intellectual property rights. Ability to interpret multiple, complex sets of standards, policies and procedures; applies knowledge to extrapolate from existing guidelines to specific situations. Understands and applies new processes and technologies related to a specialized area. Comprehensive knowledge of specialized vocabularies, technical terminologies, bibliographies, complex databases, indices, and other navigational tools.

Client/Patron Service: Conducts non-routine searches selecting from a large and complex variety of resources. Develops search strategies using specialized thesauri, highly specialized vocabularies, complex databases, and other navigational tools. Develops customized programs. Advises and consults with academic departments, schools, and other organizations.

Data/Information/Records Administration: Analyzes and interprets basic information. Appraises, arranges, and describes records, documents, and finding aids to promote access to the collection. Provides detailed reference services. Maintains records and databases within the organization; oversees public database access; recommends guidelines and policies. Evaluates and implements new technologies and processes.

Instruction: Provides instruction or consultation to individuals. May assist in providing group instruction. Present instructional information.

Communication (Presentations, Oral, and Written): Presents ideas in a clear, concise, organized manner. Demonstrates ability to work with confidential and sensitive information.

Planning and Organizing Work/Supervision: Recommends work procedures. Makes guideline/policy recommendations. Plans and monitors financial or other resources. May participate in recruiting and hiring staff. Monitors, reviews and evaluates work of staff. Provides training. Identifies and recommends alternative solutions.

Data/Information/Records Administration: Analyzes and interprets complex information. Contributes to records and document policy decisions. Appraises, arranges, describes and references records and documents transferred to archival custody; including the production of finding aids promoting access to the collection at a higher level or in a specialty area. Provides specialized reference services. Creates and edits complex data/records in information systems and databases; evaluates and recommends corrections/enhancements. Manipulates materials without clearly defined procedures, requiring interpretation and additional independent research.

Instruction: Provides instruction or consultation to groups. Revises and edits existing instructional information.

Communication (Presentations, Oral, and Written): Explains and interprets programs, policies and procedures. Responds to requests/issues that deviate from standard operating procedures. Responds to
Assesses information flow and needs of patrons. Works on teams to develop databases and web tools.

Requests for program and procedural information. Contacts service recipients to provide or obtain information.

**Planning and Organizing Work/Supervision:**
Evaluates, identifies, and develops new work objectives and methods. Prepares basic budget documents and reports. Plans and coordinates training. Independently identifies alternative solutions and resolves problems.

**ADVANCED**

**Knowledge-Program/Technical:** Proficiency in a subject area or specialized area, concepts of fair use, intellectual property rights, copyright law, state and federal public records law, publishing patterns, trends, and scholarly communication trends. Interprets and applies knowledge to standards, policies and procedures in new or unique situations.

**Client/Patron Service:** Conducts searches using complex and original search strategies including specialized thesauri, vocabularies, complex databases, and other navigational tools.

**Data/Information/Records Administration:** Analyzes and interprets complex information. Conceptualizes and executes data searches using alternative strategies. Evaluates and implements practices and technology enhancing collection management and access. Leads staff in appraising, arranging, describing and referencing records and documents transferred to archival custody, including the production of finding aids. Monitors maintenance of records, databases, quality assurance and data integrity; oversees database access. Recommends guidelines and policies. Independently identifies alternative solutions to resolve problems. Assists in development of standards and best practices.

**Instruction:** Provides instruction or consultation in a foreign language. Designs instructional materials.

**Communication (Presentations, Oral, and Written):** Interprets guidelines in unique situations. Communicates expectations to other employees. Applies knowledge to interpret and communicate information in unique situations.

**Planning and Organizing Work/Supervision:** May participate in long term strategic planning. Determines training needs and availability of resources. Resolves problems independently.

**MINIMUM TRAINING AND EXPERIENCE:** Bachelor’s degree and one year of experience in a library or in archives or records management; or High school diploma or equivalency and five years of experience in a library or in archives or records management; or equivalent combination of training and experience. All degrees must be received from appropriately accredited institutions.

**Special Note:** This is a generalized representation of positions in this class and is not intended to reflect essential functions per ADA. Examples of competencies are typical of the majority of positions, but may not be applicable to all positions.