



Career Service Authority

Special Collection Librarian

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GENERAL STATEMENT OF CLASS DUTIES

Assists in the development and maintenance of a special library collection requiring specialized handling, security, and subject expertise, and performs reader advisory and reference services.

DISTINGUISHING CHARACTERISTICS

This class provides in depth research assistance, prepares bibliographies and booklists for distribution to customers, other library systems, and community organizations. It is distinguished from the Children's Collections Specialist, which works closely with Department and Branch managers to interpret and implement the Children's Library collection development plan.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally in the form of stated objectives only, with issues and factors largely undefined, requiring the employee to exercise creativity and ingenuity in devising criteria, techniques, strategy and methodologies for approaching assigned functions or projects.

Duties performed involve concepts, theories and concrete factors to be evaluated and weighed, requiring a high degree of analytical ability, and independent judgment and decision-making.

Work assignment is generally unstructured and employee is responsible for organizing complex, varied and simultaneous coordination of several functions, programs or projects in various stages of completion.

Level of Supervision Received and Quality Review:

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered and/or presented and some degree of discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised:

By position, performs first line supervisory over two or more employees who do not supervise.

ESSENTIAL DUTIES

Provides in depth research assistance, prepares bibliographies and booklists for distribution to customers, other library systems, and community organizations, and refers customers to appropriate resources within the collection.

Contributes to and supports the library customer service mission through providing coverage of the public desk and telephone, analyzing customer needs and referring them to appropriate resources.

Provides expertise in collection areas such as document and manuscripts, rare books, photographic records, maps of record, art, Military and Western history, and genealogy, and implements conservation and preservation measures for subject area materials.

Develops assigned portions of the collection, researches available materials, anticipates trends, analyzes usage, and proposes collection development based on information gathered.

Implements collection security and preservation measures, and ensures that all protocols are followed.

Organizes and participates in outreach programs and library related projects, including conducting tours of the library.

Assists in directing and training shelvers and volunteers in methodologies and procedures for maintenance and security.

By position, maintains a computerized index of departmental acquisitions and holdings, research bibliographic records, and assist in classifying collection materials.

By position, performs first line supervisory over two or more employees who do not supervise.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

Manages and Organizes Information - Identifies a need; gathers, organizes, and maintains information; determines its importance and accuracy, and communicates it by a variety of methods.

Customer Service - Works with customers to assess needs, provide assistance, resolve problems, satisfy expectations, knows products and services; is committed to providing quality products and services.

Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others; relates well to different people from varied backgrounds and different situations.

Reasoning - Identifies rules, principles, or relationships that explain facts, data or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Problem Solving - identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Oral Communication - Expresses information to individuals or groups effectively, taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others; attends to nonverbal cues, and responds appropriately.

Reading - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Physical Demands:

Carrying: transporting an object, usually by hand, arm, or shoulder.

Pushing: exerting force upon an object so that the object is away.

Pulling: exerting force on an object so that it is moving the person.

Balancing: maintaining body equilibrium to prevent falling over.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping or otherwise working with hand(s).

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Eye/hand/foot coordination: performing work through using two or more.

Working Environment:

Exposed to infections and contagious diseases.

Subject to varying and unpredictable situations.

Subject to many interruptions.

Pressure due to multiple calls and inquiries.

Education Requirement:

Master's Degree in Library Science from an American Library Association accredited program.

Experience Requirement:

Two years of professional librarian experience including one year of experience working with records, processes, maintenance, and preservation of materials.

Education/Experience Equivalency:

An advanced degree in the area of specialty or a specialized certification may be substituted for the one year of professional librarian experience.

Licensure and/or Certification:

By position, Completion of the Career Service Authority supervisory training courses prior to the completion of the probationary period.

CLASS DETAIL

FLSA CODE: Exempt

ESTABLISHED DATE: 09/16/1995

REVISED DATE: 03/14/2010

REVISED BY: Hameed Pousti

CLASS HISTORY: 09/95 - The class spec was originally created.
07/03 - The class specs was placed in the new CSA format as part of maintenance study.
03/10 - The GSD was modified to read ...*advisory* and reference services. The MQs were modified to read, Two years including one year of experience.