

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Librarian

Class Code: 30622

Pay Grade: GH

A. Purpose:

Manages a library program under the direction of a senior librarian or manages a small independent library to provide library services to staff, employees of other agencies, and the public.

B. Distinguishing Feature:

The Librarian oversees or directs a library program such as reference and research, government documents, collection development, original and copy cataloging, serves as a resource and consultant for other libraries; or directs an institution or independent library.

The Senior Librarian manages a state library program to include technical services, access services, children and youth library services, library development, consultative services, and the library digitization program.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Maintains the operation of library services to provide these services to state government employees, other libraries, and the public throughout the state.
 - a. Responds to information requests from the public and other agencies and guides other staff in their responses to these requests.
 - b. Ensures the smooth flow of work, that all requests are handled timely, staff are trained in the use of reference tools, and that staff responses to requests are accurate and appropriate.
 - c. Demonstrates library reference services and resources and develops outreach materials.
 - d. Prepares procedural manuals, monthly narratives, and statistical reports.
 - e. Develops and recommends long and short term goals, policies, and procedures.
2. Oversees the operation of state and federal government documents and publications, both tangible and intangible, to make publications accessible to the public and other agencies.
 - a. Directs the identification, collection, and distribution of South Dakota government publications to depository libraries and to the Library of Congress.
 - b. Oversees the creation and transmission of a monthly listing of publications.
 - c. Provides an organized bibliographic access to tangible publications.
 - d. Provides organized bibliographic access to tangible online publications creating permanent URLs for government publications.
 - e. Directs the activities of the South Dakota Depository Library Program which includes recommending policy, collecting data, listing government publications to be removed from the collection, and creating criteria for discarding publications.
 - f. Ensures the collection is in compliance with state and federal regulations.
 - g. Interviews and advises library users on the use of collection materials.
 - h. Represents the library at state and national government publications meetings.
3. Performs original cataloging according to national standards to ensure library materials are accounted for and accessible to patrons and staff.

- a. Catalogs and classifies books and documents utilizing specialized software.
 - i. Assigns subject headings and classification numbers.
 - ii. Creates and verifies valid name and series headings.
 - b. Edits existing catalog records.
 - c. Assigns call numbers when appropriate and adds call numbers and bibliographical information on the item title page.
 - d. Matches books and documents to records found in databases.
 - e. Searches for records with special searching techniques.
 - f. Provides technical assistance to other librarians and libraries with cataloging questions and classifies materials for their libraries.
 - g. Oversees others in cataloging and/or use of cataloging software.
4. Directs the processing of materials and book repair for the library collection to ensure the library collection is properly maintained.
 - a. Trains personnel in processing materials.
 - b. Ensures call number labels are accurately placed on titles, mylar jackets are attached properly, and paperbacks are taped.
 - c. Oversees book repair and decides if books should be sent to the bindery for repair.
 - d. Maintains microfilm collection.
 5. Manages and provides library services, for a small independent library, that are pertinent, current, and useful in support of program/agency staff and/or the public.
 - a. Administers library services that meet informational, educational, and research related needs.
 - b. Maintains responsibility for the planning, organization, and operation of the library.
 - c. Provides useful print and visual information for the public.
 - d. Prepares bibliographies and finding aids.
 - e. Supplies support materials for education and therapy programs.
 - f. Prepares requests and monitors spending for library and educational materials.
 - g. Processes and conserves items added to the collection.
 - h. Selects, purchases, classifies, and catalogs materials for the library.
 - i. Develops goals for the library program.
 - i. Develops and executes policies and procedures for library services.
 - ii. Studies library and facility needs and goals and determines if additional services are needed.
 - j. Publicizes library services and instructs others in library programs.
 - k. Acts as a liaison with service providers.
 6. Acts as a lead worker or supervisor to ensure library operations are carried out and maintained.
 - a. Participates in hiring new staff.
 - b. Assigns work.
 - c. Monitors work quality.
 - d. Approves leave requests.
 - e. Trains staff or arranges staff training.
 - f. Provides input on employee performance reviews.
 7. Performs other work as assigned.

D. Reporting Relationships:

Reports to an administrator, faculty librarian, or a Senior Librarian and may provide work direction or supervision to Library Clerks, Library Technicians, Library Associates, and students.

E. Challenges and Problems:

Challenged to meet the needs of library patrons while ensuring that library policies and procedures are adhered to. This is difficult because patron requests and needs may be difficult and time consuming to respond to.

Typical problems include directing a variety of activities, communicating with people of varying backgrounds and interests, dealing with changing technologies, updating services, interpreting and using rules, researching and providing accurate information, keeping current with available information resources, accessing information due to formats and software involved, providing access to online products, and working with a limited budget for purchasing collection materials.

F. Decision-making Authority:

Decisions made include budget recommendations, collection development goals, project criteria, library procedures, program changes, what the descriptive cataloging is for a given item according to national standards, the name authority and subject headings for given records, classification numbers for materials, whether existing records conform to national standards, materials and methods to train others, which information resources will be used to answer a request, if responses are correct and complete, the work flow in the reference area, which requests will be handled by whom and their priority order, workshop presentations, which government publications the library will acquire, and recommendations of items to purchase.

Decisions referred include final approval of budget, new programs, legal issues, proposed rules or legislation, changes to program policy, policy decisions, final approval of changes to processes, final approval of new hires, collection development policy, participation in federal programs, and final approval of grants.

G. Contact with Others:

Daily contact with library patrons to provide them with requested services; daily contact with other librarians to give and receive information; daily to weekly contact with other agencies to respond to requests for information; and occasional contact with vendors to discuss product or software needs or problems.

H. Working Conditions:

Typical library environment.

I. Knowledge, Skills and Abilities:

Knowledge of:

- library science principles, materials, and systems;
- services available in the library program area;
- library management and administration;
- collection development;
- cataloging methodology;
- training methods;
- computer programs available to librarians;
- Internet;
- online search and reference systems;
- effective methods of supervision;

- state and national library developments in school, academic, and public libraries.

Ability to:

- identify, select, and organize information;
- adapt to and search information through various online reference and research services on the Internet and in databases;
- evaluate an organizations information needs, procedures, policies, and structure;
- interpret and apply policies and procedures;
- communicate information clearly and concisely;
- supervise;
- lift and carry boxes of library materials;
- plan, organize, and direct an operating unit of a library.