Class Title: Senior Librarian   **Class Code: 30623**
                                                                Pay Grade: GJ

_____

A. Purpose:

Administers a state library program through planning, implementation, and coordination with other library programs and public or school libraries, agencies, or states; and provides consultative services to other libraries in the areas of development and operations to ensure the effective delivery of library services and the accomplishment of the goals and objectives of the program.

B. Distinguishing Feature:

The <u>Senior Librarian</u> 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
The <u>Librarian</u> 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.

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. Manages library program areas to ensure the goals and objectives of the library are met.
    a. Recommends polices and procedures for the operation of the program.
    b. Develops and maintains a technical services team.
    c. Functions as a key resource person for technical services issues.
    d. Coordinates activities with other areas of the library.
    e. Directs the cataloging and classification of library materials.
    f. Coordinates the physical arrangement of materials within the library.
    g. Supervises the purchase and processing of new materials for the library collection.
    h. Oversees the quality and care of the library collection using nationally accepted conservation techniques.

2. Directs access services for the library to ensure staff, the public, state agencies, and other libraries have access to the library's print, microfilm, and electronic collections and services; inter-library loans services; and reference and research services.
    a. Develops short and long range goals, defines practices, and establishes procedures for public services.
    b. Promotes online access to all library services and collections.
    c. Works with and initiates the activities of technical staff at SDLN and staff of online information vendors to install and maintain online access.
    d. Responds to requests from other libraries regarding information needed to enhance local access to licensed online information products.
    e. Investigates online access problems for library users and other libraries.

3. Develops and coordinates library programs that strengthen and support children and youth library services.
    a. Coordinates team or individual projects that utilize children's literature.

b. Evaluates the effectiveness of children and youth library and reading programs.
c. Represents the library on regional committees responsible for the development of summer reading programs and their promotion.
d. Represents the library on library association committees that focus on children's services.
e. Assess needs at local levels and develop programs to meet those needs.
f. Develops and presents workshops and training materials.

4. Develops and coordinates continuing education programs for public libraries in the state to ensure library staff have access to sufficient training and knowledge to maintain a library operation.
   a. Trains librarians, library staff, and teachers on how to access different library services databases.
   b. Determines areas in which librarians and library staff need training and contacts appropriate persons to do that training.
   c. Develops learning outcomes and evaluation tools.
   d. Cooperates with the South Dakota Library Association (SDLA) and other libraries in developing training.
   e. Coordinates the summer Library Training Institute held annually.
   f. Contacts and coordinates activities with staff at other agencies or institutions.
   g. Recruits librarians to attend advanced training through on-site visits and telephone calls.
   h. Identifies and contacts qualified instructors and negotiates their contracts.
   i. Identifies learning outcomes for each area of curriculum.
   j. Receives applications and determines which librarians will be given tuition scholarships.

5. Provides consultative services to librarians, library boards, and library trustees to assist them in operating and maintaining a local library.
   a. Makes onsite visits to local libraries.
   b. Identifies and discusses local library administrative issues and informs library staff and library directors of changes in the library field and upcoming training opportunities.
   c. Answers questions concerning budgets, planning, collection development, computers, and computer systems, and recommends solutions based on local needs.
   d. Develops training modules addressing issues or problems at local libraries and determines how the training can be provided.
   e. Assists librarians, library boards, and library trustees with the development of policies and practices for the local library.
   f. Interprets library laws, rules, and regulations for local library staff.

6. Serves as a member of the library management team to offer assistance to the State Librarian in the management and operation of the state library.
   a. Recommends new policies and procedures for the library.
   b. Serves on committees to research and carry out special projects.
   c. Provides technical expertise and advice to the State Librarian and library administrators.
   d. Serves on the library collection development committee.

7. Provides leadership in the design and implementation of digital resources for the library to ensure the program is carried out and operates effectively.
   a. Designs, implements, and maintains the digitization program for state documents.
   b. Creates strategies for digitizing state documents.
   c. Provides technical assistance in the development of hardware and software tools for organizing, searching, discovering, retrieving, and manipulating networked information resources.
   d. Maintains an awareness of developing national standards for digitization.

e. Establishes standards for the library's digitization program.
f. Communicates standards to staff and clients.
g. Monitors emerging information technologies and digital library projects.
h. Organizes and provides access to electronic resources including the planning and implementation of metadata for digitization projects.
i. Monitors the development of metadata and emerging standards and applies appropriate methods of information organization to documents as they are digitized.
j. Evaluates new approaches for organizing and providing access to information.
k. Provides leadership in the design and implementation of instructional and support programs for users of digital resources.

8. May supervise to ensure the activities and responsibilities of specific library services or programs are carried out.
    a. Interviews and recommends the selection of staff.
    b. Provides training and work direction.
    c. Reviews and approves leave requests.
    d. Addresses staff problems and recommends disciplinary actions; carries out disciplinary actions.
    e. Prepares documents and conducts performance reviews.

9. Performs other work as assigned.

D. Reporting Relationships:

Reports to the State Librarian or a library administrator. May supervise Librarians, Library Associates, Library Technicians, Library Clerks, program assistants, and students.

E. Challenges and Problems:

Challenges include meeting the needs of government, public, and school libraries and the public through the services provided by each library program in the most efficient and effective way possible. This can be difficult due to the varied and unique nature of individuals and organizations served. Some programs must rely on volunteer support for delivery of services which can be challenging, because of recruitment and training difficulties. Also challenging is the technological advancements and changes, which require continuous training of users and staff.

Typical problems include repetitive training and integration issues, fluctuations in workflow, maintaining knowledge of and relaying information on changing rules and procedures, developing training to meet necessary needs, fiscal constraints, assisting library staff in local libraries who have had little or no training, identifying problems in local libraries and ways to fix those problems, balancing the needs of large local libraries with those of smaller local libraries, getting local libraries to work together on library programs, developing teams that will train and promote library services and programs, creating a digitization program with no in-house model, facilitating implementation of a digitization program, and investigating online access problems of library users.

F. Decision-making Authority:

Decisions made include contacting outside trainers for local libraries, when to do training for local libraries, when and where to travel for local library onsite visits, recommending or selecting books to add to the collection, which local library needs should be addressed first, what priority should be assigned to identified training needs, types of evaluation tools to use, cataloging and

classification issues, collection weeding, reprioritization of tasks, how to diagnose problems, how standards apply to state programs, and who to contact for solutions.

Decisions referred include budget decisions, final approval of who is awarded a summer institute scholarship, legal questions, final approval of travel requests, final approval of contracts, approval of procedural changes, issues related to the statewide catalog, approval of special projects requiring expenditures beyond budget, major purchases, and collection development policy.

G. Contact with Others:

Daily contact with the public to assist them in using library services and the library collection; daily contact with local libraries to provide technical assistance, resolve issues, and give and receive information; weekly contact with BIT, SDLN, and information vendors to initiate or resolve implementation and access issues with online products; weekly contact with state agencies to assist them in use of the library collection and its services; monthly contact with vendors to review or discuss products and services; and as needed with committee members to give and receive information.

H. Working Conditions:

Typical library environment.

I. Knowledge, Skills and Abilities:

Knowledge of:
- library science principles, methods, practices, and systems;
- national standards and rules for a library;
- automated information systems and their application to library services;
- common automated systems used by libraries;
- electronic online databases provided by SDLN;
- computer programs or applications available for libraries;
- effective methods of supervision;
- planning techniques.

Ability to:
- develop learning objectives and assessment tools;
- teach adults;
- develop measurable learning objectives for continuing education activities;
- deal tactfully with others;
- influence others and encourage teamwork;
- evaluate procedures and policies and interpret and apply them;
- plan, develop, and implement programs;
- solve problems;
- communicate clearly;
- react in a positive manner to new situations;
- work independently or as part of a team
- work under pressure;
- develop library programs that meet diverse needs;
- make presentations to large groups;
- supervise.