

**CLASS TITLE: COORDINATOR OF LIBRARY SERVICES
PROFESSIONAL/SCIENTIFIC COLLECTION**

**Class Code: 02816400
Pay Grade: 25A
EO: B**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the direction and implementation of professional library services within a medical, scientific or public health setting; to coordinate and provide a variety of library services for consumers, clients, residents, students, business, citizens, professional organizations, etc; and to do related work as required.

SUPERVISION RECEIVED: Works under the general direction of a superior with considerable latitude in the exercise of initiative and independent judgement; work is subject to review upon completion, through conferences and reports, for results obtained and compliance with departments' policies and objectives.

SUPERVISION EXERCISED: Plans, supervises and reviews the work of assigned professional and clerical staff and volunteers.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the direction and implementation of professional library services within a medical, scientific or public health setting; to coordinate and provide a variety of library services for consumers, clients, residents, students, businesses, citizens, professional organizations, etc.

To select and acquire library materials; to maintain a collection of books, periodicals, video and reference sources.

To organize and catalogue the library collection.

To manage a variety of inter-library loan programs and to implement related policies and procedures.

To maintain a statistical database on library utilization, to actively promote and full utilization of the collection by staff and consumers, and to provide utilization and other reports as required.

To provide patrons with library research and database searching utilizing numerous CD ROM indexing and abstracting services including the Internet and the World Wide Web (WWW).

To maintain an automated circulation file of all borrowed, returned and overdue library materials.

To develop library budgets and oversee operational purchases and expenditures, in conjunction with fiscal administrators.

To participate in administrative meetings within the agency and in a variety of network meetings with other librarians and library users.

To coordinate library units within the department, as required.

To provide a resource center for professional staff to gather and disseminate current information on clinical management and treatment and support issues.

To provide services tailored to the needs of consumers, their families and related support groups.

To provide linkages with community-based programs and clients as required.

To develop, organize and maintain a specialized collection of government and interest group publications relating to library services groups.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques of library science and the ability to apply such knowledge in directing and administering a health science, marine science or public health specialty library involving the selection and acquisition of library materials, the cataloging, classification and coding of such materials, use of clinical indices and reference sources, bibliographic searching, and utilization of a variety of general, medical, marine science, or public health library network systems in search of desired materials; working knowledge of the basic principles and practices of library management, including the supervision and direction of subordinate staff and the development of operating budgets; a working knowledge of relevant computer applications and utilization of the internet and the World Wide Web (WWW) for research; a working knowledge of relevant service populations, and the ability to apply such knowledge in the development of library services and materials to meet the needs of consumers, their families and related support groups; the ability to coordinate health science, public health or marine science library services with community sponsor programs and with community and college libraries; the ability to utilize audiovisual materials in providing an overall library resource center; the ability to establish and maintain effective working relationships with professional staff members, consumers, members of community resource agencies and libraries, and the staff of other state departments and agencies; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Master's Degree in Library Science; and

Experience: Such as may have been gained through: employment as a Health Science or Marine Science Librarian; or a Public Health Librarian; or, employment in a comparable level librarian position in a state or federal health agency, a public or private hospital, a medical science oriented institution providing library services, or a public library with specialization in a medical science oriented institution providing library sciences, or a public library with specialization in a medical, health science, marine science or public health area.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: November 19, 2000

Editorial Review: 3/15/03