

CLASS TITLE: LIBRARY PROGRAM SPECIALIST I

Class Code: 02713500
Pay Grade: 24A
EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform professional responsibilities in the delivery of library, information and consultant services on a statewide basis; to assist in the planning and development of program policies, procedures and standards; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with latitude for the exercise of independent judgement and initiative; work is reviewed for adherence to policies, procedures and regulations.

SUPERVISION EXERCISED: May supervise the work of technical and support personnel.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To perform professional responsibilities in the delivery of library, information and consultant services on a statewide basis.

To assist in the planning and development of program policies, procedures and standards.

To participate in the implementation and evaluation of one or more library service projects.

As assigned, to be responsible for a particular area of specialty in the delivery of library services such as: network services; institutional services; services to children, youths or adults; services to the blind and physically handicapped; media services and reference and information services.

To provide technical assistance to libraries, community organizations, and government agencies in areas associated with library service projects.

To communicate and cooperate with staff in other agencies regarding library services, programs and projects.

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; the ability to apply such knowledge in a comprehensive program of library services; the ability to participate in the implementation and evaluation of agency projects; the ability to maintain effective working relationships with supervisors, staff, other governmental agencies and the public; and related capacities and abilities.

EDUCATION:

Education: Such as may have been gained through: possession of a Master's Degree in Library Science from a graduate library school accredited by the American Library Association.

Class Created: February 16, 1997

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