

CLASS TITLE: LIBRARY PROGRAM SPECIALIST III

Class Code: 02713700

Pay Grade: 32A

EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform highly responsible professional work in planning, developing, implementing and supervising one or more areas of library, information and consultant services on a statewide basis; to plan, assign, supervise and review the work of other personnel engaged in such functions; to plan, develop and implement library services policies, procedures and standards; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a Library Program Manager with considerable latitude for the exercise of independent judgement and initiative; work is reviewed through conferences and reports.

SUPERVISION EXERCISED: Plans, assigns, supervises and reviews the work of professional, technical and support personnel.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To perform highly responsible professional work in planning, developing, implementing and supervising one or more project areas of library, information and consultant services on a statewide basis.

To be responsible for one project area such as: library network development, general library development or development services for the blind and physically handicapped with subsidiary responsibility for other areas.

To plan, develop, implement and evaluate library service policies, procedures and standards.

To plan and implement specialized training programs for librarians, trustees and other employees responsible for library service delivery.

To serve as a liaison to libraries, community organizations and governmental agencies to disseminate information.

To plan, assign, supervise and review the work of professional, technical and clerical personnel.

To be responsible for the maintenance of records and the preparation of reports.

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 the delivery of library, information and consultant services on a statewide basis; a working knowledge of the principles, practices and techniques of developing library service programs and library network systems; the ability to plan and recommend policies and procedures for such programs; the ability to plan, assign, supervise, and review the work of a staff; the ability to develop and implement training programs; the ability to establish and maintain effective working relationships with staff, other governmental agencies and the public; the ability to prepare and maintain reports; and related capacities and abilities.

EDUCATION & EXPERIENCE:

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

Experience: Such as may have been gained through: at least five years of professional library experience in a governmental, educational, public or private library.

Class Created: February 16, 1997

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