

Class Concept

Positions serve as specialists in specific program areas and plan, coordinate and administer statewide programs and services in their areas of expertise. Positions perform needs assessments and interpret results to inform the development of a statewide program of service. Positions may appoint and convene an advisory committee of library staff (and others) from across the state. Positions are expected to work independently with local government, library boards, and library officials. Work requires the exercise of independent judgment and initiative and is expected to result in positive feedback from the field as well as a positive evaluation of the overall program effectiveness. Positions are responsible for advising libraries on a variety of subjects, assisting libraries in obtaining state and federal aid, and in meeting local and state rules and regulations. Positions contribute original ideas to promote development of library services. Positions serve as experts in their fields and in a liaison capacity with other states and are expected to be able to develop and deliver presentations to wide audiences.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge and understanding of the practices, policies, standards, and trends of Library Science and Information Resources
- Deep knowledge and experience in an area of expertise / the program area which they work.
- Ability to set program goals that are measurable and that reflect the overall mission of the Library
- Thorough knowledge and understanding of the role the State Library plays in assisting and advising public libraries across the state
- Ability to identify and develop contacts and collaborative relationships with interested parties across a wide variety of roles in achieving work goals
- Ability to plan and manage multi-faceted and specialized projects; ability to consult with and determine client/customer needs and project parameters
- Ability to write grants and coordinate others in the research and writing of grants
- Ability to manage grants
- Ability to present complex ideas to a wide variety of stakeholders

Minimum Education and Experience

Master's degree in library and information science or a related discipline from an appropriately accredited institution and three years of professional librarian experience related to the area of assignment; or an equivalent combination of education and experience.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.