

### Class Concept

Positions provide library reference, research, depository, interlibrary loan, acquisition, cataloging, digital information management, outreach, circulation and/or instruction services to library users, staff of state government agencies, library partners, and the public. Employees provide access to physical and digital publications, materials, and resources, including state and federal government materials; acquire, catalog, and process library materials for library collections; develop and manage online library resources; conduct and advise on digital information management activities; manage the integrated library, content management, and digital asset management systems; develop, provide access to, and preserve digital resources; and develop and apply standards, guidelines and procedures. Employees may develop and deliver instructional materials and training, and may develop and offer outreach activities and programs. Employees may advise others in their area of subject expertise. Employees may manage projects or services; and may supervise support staff in a work unit.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Considerable knowledge and skills in digital information management, including digital preservation, digitization, and web archiving.
- Considerable knowledge and understanding of the practices, policies, standards, and trends of Library and Information Science, especially as they apply to specialized areas (special collections, government documents, digital information management, systems, instruction, outreach, user experience/usability, reference services, cataloging and metadata services, or other.)
- Considerable knowledge of the services and programs provided to library users including access to library data, collections and information (electronic and physical), reference and research service, and digital services
- Considerable knowledge of and skills related to providing reference services, library instruction, cataloging and metadata creation, library outreach, collection management and preservation, or digital information management.
- Considerable knowledge of and skills related to the use of current library systems, technologies and tools used in the library and information science profession.
- Considerable knowledge of and skills related to the management and delivery of library projects or services

#### Minimum Education and Experience

Master's degree in library and information science or a related discipline from an appropriately accredited institution and two years of professional librarian experience; or 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.