Job Classification Specification

Library Program Specialist 1

Position Summary

First level of Library Program Specialist providing expert library services and consultation in a specific or multiple subject area(s). Incumbent at this level demonstrates substantial knowledge in functional areas(s) and often serves as technical lead in developing new library resources and educational services and/or programs.

TYPICAL TASKS (These examples do not include all possible tasks in this work and do not limit the assignment of related tasks in any position of this class.)

- Develops and provides customized or specialized reference and research consultation service to researchers, students, faculty and communities.
- Builds and manages the library collections of specialized areas.
- Services as the functional expertise and performs specialized collection development and manages collection fund budgets.
- Performs original cataloging of complex materials, completes original cataloging in a variety of formats, and resolves complex cataloging problems.
- May serves as the designated liaison to an academic department to facilitate research and instructional goals. Collaborates with faculty to develop curriculum resources.
- Develops learning materials and instructional sessions based on sound instructional design principles that foster students and learning.
- Identifies, evaluates and recommends technological solutions to maintain, enhance or improve library access/services.
- Develops and prepares grant proposals to external funding agencies. Leads grant and gift funded projects and supervises project staff.
- Leads projects to develop, implement, and enhance library services and/or programs. Manages project budgets and staff.
Works with Libraries leadership and staff, Friends of the Libraries, and other stakeholders to determine fund raising approaches. Identifies and outreaches to potential donor groups.

May oversee the daily operation of a branch library, specialized collections unit, or a library service.

**Operational Role**

Modifies practices and procedures to improve efficiency and quality; searches for better ways to effectively achieve end results by, for example, scheduling work steps, arranging/re-arranging the way work is generally performed, and adding or deleting elements of processes as necessary.

**Scope of Measurable Impact**

Actions tend to affect a department or critical project outcomes; performance results tend to relate to efficiency, degree of waste/cost overruns, quality/continuous improvement, timeliness, and resource allocation/effectiveness.

**Independence and Decision-Making**

Typically works under general supervision but has the discretion to make daily operational decisions; given understanding of best practices and the way similar units run elsewhere, is able to convincingly recommend capital and process improvements to the area.

**Complexity and Problem Solving**

Problems cannot be identified and resolved in simple cause-effect terms; rather, problems require integrative solutions such as how technologies, processes, resources, and people all fit together in order to sustain productivity -- understands the smallest details of a circumscribed area.

**Required Qualifications**

Bachelor’s degree and 7 or more years of professional level library experience.

Effective 1/2/14