Job Classification Specification

Library Program Specialist 2

Position Summary

Second level of Library Specialist providing expert library services and consultation in a specific or multiple subject area(s). Incumbent at this level is a recognized expert within and/or outside the organization. Often leads development and implementation of highly complex or specialized services and programs that have a broad impact.

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.)

Provides advanced consultation on complex functional area(s). Collaborates with academic department to develop instructional programs and curriculum.

Develops learning materials and instructional sessions based on sound instructional design principles that foster students and learning.

Prioritizes and manages large scale projects. Provides leadership to ensure successful execution. Manages project budget 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 major 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/ rearranging 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**

Mostly works independently according to standard operating procedures (may develop some processes/procedures); generally responsible for keeping processes moving in a productive direction, and will look for supervisory approvals when changes to process steps are considered and additional resources for task completion required

**Complexity and Problem Solving**

Problems are increasingly difficult to identify and are sufficiently difficult that they cannot be solved using existing practices and procedures; may have to respond/adapt to changing conditions or circumstances, necessitating enterprise and new approaches

**Required Qualifications**

Bachelor’s degree and 8 or more years of professional library experience.

Effective 1/2/14