

**OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF PERSONNEL**

LIBRARY PROGRAM SPECIALIST

Position Code: K4930

DISTINGUISHING FEATURES OF THE CLASS

Subject to administrative approval, performs responsible complex professional librarian work as a consultant and advisor for special library services to library systems and libraries of the State; performs professional librarian work in an administrative staff capacity in overall planning for the Illinois State Library and state-wide development, statistical analysis of state library performance or equivalent staff functions.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Plans, coordinates and consults with librarians, library trustees, library boards, and administrators and civic groups interested in library development; provides professional expertise in the consulting specialty; represents the State Library to professional, governmental, educational and public groups.
2. Reviews programs and operations to identify and analyze problem areas; determines and institutes work measurements and simplification studies including automated processing and improvement of manual systems; performs statistical analysis of library and library system reports and prepares complex statistical reports to present graphically analyzed statistics and data.
3. Performs other duties as required or assigned.

REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of a Master's degree in library science, preferably from an institution accredited by the American Library Association, and four years of progressively responsible professional librarian experience involving the application of library science techniques.

Knowledge, Skills and Abilities

Requires thorough knowledge of library principles, methods, tools, materials and practices as they relate to all phases of library operations.

Requires thorough knowledge of library equipment, facilities, layout and budgeting processes.

Requires thorough knowledge of research and reference techniques.

LIBRARY PROGRAM SPECIALIST (Continued)

Requires thorough knowledge of library materials and documents and their value to the library.

Requires ability to analyze complex research, reference, cataloguing, or accessioning problems and to make recommendations as to their resolution.

Requires ability to interpret library policies, objectives and facilities to public officials and the general public and to establish and maintain favorable public relations.

Requires ability to determine and satisfy the requirements of scholars, government representatives, professional staff, historians and other library patrons.

Requires ability to make library studies and surveys, and gather, organize and give information on library techniques, procedures, personnel management, housing and equipment.

Requires ability to analyze situations accurately and adopt an effective course of action.

Requires willingness to travel and possession of a valid Illinois driver's license as required by individual positions within the class.

Approved by the Secretary of State Merit Commission - January 12, 1982

Effective - December 16, 1981

EXAMINATION INFORMATION

Tests and Weights: Education and Experience, 100%

Length of Eligibility: 1 year