

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

LIBRARY SPECIALIST

Position Code: K4940

DISTINGUISHING FEATURES OF THE CLASS

Under general direction, performs professional librarian work in one of the professional library skill areas such as original cataloguing, patron reference work, library materials selection or other equivalent functions.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Originally catalogs library materials using cataloguing tools and established cataloguing systems.
2. Works independently to answer both simple and complex information requests; may serve as a subject specialist.
3. Selects library materials in all formats for retention or addition to the collection; prepares selected materials for processing.
4. Indexes, abstracts and/or codifies materials.
5. Establishes, revises and coordinates collection inventory program functions.
6. Attends meetings, conferences and seminars to enhance professional library skills.
7. Performs other duties as required or assigned.

REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to a Master's degree in library science preferably from an institution accredited by the American Library Association, and one year of professional library experience involving the application of library science techniques or completion of approved training such as could be gained as a Library Intern.

Knowledge, Skills and Abilities

Requires extensive knowledge of professional library science techniques, systems and procedures.
Requires extensive knowledge of research and reference techniques.

LIBRARY SPECIALIST (Continued)

Requires extensive knowledge of acquisition, classification, cataloguing and indexing principles, methods and techniques.

Requires ability to adapt library science theory to a variety of subjects.

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

Requires ability to instruct new or inexperienced employees in methods, techniques and procedures utilized.

Requires ability to communicate effectively both orally and in written form.

Requires ability to effectively use library tools.

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 - March 9, 1982

Effective - March 16, 1982

EXAMINATION INFORMATION

Tests and Weights: Education and Experience, 100%

Length of Eligibility: 1 year