

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

LIBRARY SUBJECT SPECIALIST

Position Code: K4960

DISTINGUISHING FEATURES OF THE CLASS

Under administrative direction, performs difficult professional librarian work in one of the library skills areas while serving as assistant supervisor of a section or as lead worker for a professional library function; may perform professional library work in assistance to consulting staff or in an equivalent staff capacity.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Serves as assistant supervisor to management staff while performing difficult professional librarian works in one of the library skill areas; professional and/or supports staff.
2. Serves as lead worker for a professional library function which may include paraprofessional and/or support staff while performing difficult professional librarian work in one of the library skills areas; serves as expert and resource for the function.
3. Assists line management staff in the development, revision and implementation of procedures, work standards and work routines; participates in the evaluation of staff performance, program effectiveness and in the budgetary planning process.
4. Attends meetings, seminars and conferences to enhance professional skills and to keep abreast of developments in the field of library science.
5. May serve in a staff capacity performing professional library work in a specialized area other than standard library skills tasks.
6. 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 two years of progressively responsible professional librarian experience involving the application of library science techniques.

Knowledge, Skills and Abilities

Requires thorough knowledge of professional library science techniques, systems and

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procedures.

Requires thorough knowledge of research and reference techniques.

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

Requires ability to adapt library science theory to a variety of subject specialties.

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

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

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

Requires ability to effectively use complex library tools.

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