

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Librarian 2		Class Code: 002KA2
	FLSA Status: Exempt	Salary Schedule: PAT 2	Effective Date: 10-17-14
	Summary: Incumbent performs as a senior level librarian providing technical expertise and research/informational retrieval expertise in specialized areas of information science.		

Duties:

- Assists in the development of electronic databases that are unique;
- Provides resolutions to reference/research problems to ensure efficient implementation and use of resources;
- Provides reference research assistance to federal, state and local officials, economic development professionals, business owners, historians, researchers, special populations, state universities and other residents of the state;
- Participates in meetings to train users in information retrieval resources especially computer and electronic resources;
- Assists in identifying and analyzing specialized subject resources for online access;
- Analyzes and evaluates materials for building the specialized information resources collections required to provide a high quality of service to all users;
- Ensures conformity to library policies and federal and state standards for specialized library services and cooperative programs;
- Evaluates the most effective conservation and preservation methods for materials;
- Evaluates resources for digitization;
- Provides consultant services to state and outside agencies and organizations;
- Assists management with short and long range planning for library services;
- Recommends innovative procedures and methods to utilize resources to meet library's mission, strategic plan, goals and objectives;
- Writes articles for state/national newsletters and journals;
- Prepares reports which assist management in understanding the current conditions of performance, future trends in the field of library science and needed changes;
- Participates in professional development activities and work-related Internet list serves;
- Performs related duties as required.

Job Requirements:

- Broad knowledge of research skills, bibliography, and reference interview techniques;
- Broad knowledge of electronic resources and information resources in various formats;
- Broad knowledge of librarianship;
- Specialized knowledge of library collections and resources;
- Expert technical knowledge and skills needed for information retrieval;
- Specialized knowledge of library services and subject fields available throughout Indiana in public, academic and special libraries;
- Specialized knowledge of electronic information environment;
- Specialized knowledge of conservation and preservation technique;
- Specialized knowledge of, and ability to evaluate, resources for digitization;
- Specialized ability to assess reference materials in all formats;
- Skill and specialized knowledge to act as consultant to outside agencies and organizations;
- Ability to assist in monitoring, analysis and evaluation of federal and state program entities;
- Complete knowledge and skills to provide training to users;
- Specialized knowledge of theories and principles of library and information science in an environment of continual change;
- Broad knowledge of library mission and existing planning documents;
- Specialized knowledge and skill to assist in the development and training of new and current staff
- Ability to develop and deliver presentations and training for the promotion of the library;
- Must participate in meetings to train users in informational retrieval resources;

- Effectively communicate, both orally and in writing;
- Ability to prepare reports and specialized knowledge of statistics
- Ability to remain current with journals in area of subject expertise and other resources and with continually developing technological advances in this field.

Difficulty of Work:

Incumbent must maintain current working knowledge of technological changes which affect the delivery of information and research products to library clientele. Determine which sources best meet the individual researcher's needs and the most efficient methods for delivering information to the researcher. Incumbent must have expert knowledge of Indiana Code, United States Code, policies and procedures of the Library, American Library Association standards and guidelines of service, divisional resources, manual, policies and procedures, Library of Congress standards and Data Research Associates (DRA) computer user manuals. Incumbent is involved in the development and ongoing evaluation of the library collection and development.

Responsibility:

Incumbent performs duties with high independence with work reviewed occasionally for conformance with policy and accuracy of research projects. Incumbent uses a high level of professional judgment and knowledge in the job performance and in the implementation of policies. Incumbent may make recommendations for new policies and changes to existing policies. Incumbent is responsible for recommending and developing area procedures. Incumbent makes decisions relating to problem solving and research assistance to users with specialized information needs.

Personal Work Relationships:

Incumbent's duties involve daily contact with subject specialists, librarians and clerical staff to discuss and resolve research, classification and retrieval processes, with Management Information Systems (MIS) staff to discuss and resolve issues about current and future technology related capabilities and with federal, state and local agencies to gather and evaluate information. Daily contact is made with the public to assist in obtaining information. Incumbent occasionally has contact with vendors, consultants and other representatives of organizations which produce electronic data to perform and receive training in database-specific research techniques. Incumbent often performs complex research for high-ranking members and staff of the executive, legislative and judicial branches of government.

Physical Effort:

Work regularly involves standing, walking, stooping, reaching and occasional heavy lifting.