

 <p><b>STATE OF INDIANA</b> CLASSIFICATION SPECIFICATION</p>	<b>Class Title:</b> Librarian 3		<b>Class Code:</b> 002KA3
	<b>FLSA Status:</b> Exempt	<b>Salary Schedule:</b> PAT 3	<b>Effective Date:</b> 10-17-14
	<b>Summary:</b> Incumbent serves as consultant to other libraries.		

**Duties:**

- Provides current information and continuing education for the librarians and staff statewide on a variety of topics, such as new laws and requirements;
- Answers a wide variety of patrons' questions in person, by phone and by mail using available resources;
- Assists in locating reference materials when local or university libraries are unable to provide needed materials;
- Coordinates a variety of specialized services such as inter-library loans and the ALSAs (Area Library Services Authorities);
- Plans and presents specialized workshops to staff;
- Promotes library services to the public and to other librarians;
- Attends workshops to keep abreast of new developments;
- Maintains contact with legislative bodies to be aware of upcoming laws and statutory requirements affecting libraries;
- Participates in national, as well as regional, library associations to maintain up-to-date practices;
- Occasionally attends meetings of advisory committees and councils of the libraries they serve;
- Trains and supervises lower-level librarians and clerical personnel;
- Provides reference consultation in specialized areas;
- Performs related duties as required.

**Job Requirements:**

- Certification by the Indiana Library Certification Board;
- Specialized knowledge of library science including applications and capabilities of computerized systems;
- Extensive knowledge of library organization and the ability to apply this knowledge practically to deal with the specialized problems of the libraries they serve;
- Thorough knowledge of library related laws and requirements;
- Ability to promote library services and maintain good relations between libraries and agencies;
- Effectively communicate, both orally and in writing;
- Ability to make recommendations to agency management concerning matters such as the purchase of new materials and equipment;
- Ability to train other library personnel to utilize the library's facilities and resources;
- Ability to keep current in specialized area and provide reference consultation in that area;

**Difficulty of Work:**

In cooperation with the individual libraries in which the incumbent is working, incumbent uses general guidelines and precedents to help the library determine the planning, organizing, directing, evaluation and reviewing of the library's resources, services and programs.

**Responsibility:**

Incumbent provides technical advice about complex problems that have a considerable impact upon the total operation of the various libraries in which they work. Incumbent works with a high degree of independence and receives administrative supervision.

**Personal Work Relationships:**

Daily contacts are maintained with co-workers to determine workflow among the consultants. Frequent contacts are maintained with other state libraries to answer questions and provide technical expertise and information on a wide range of subjects. Personal contacts with the public are for the purpose of handling questions such as location of material, library resources or alternative sources of information. Contacts are with the public while serving on, and attending meetings of, committees, boards and councils.

**Physical Effort:**

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