

GENERAL DESCRIPTION OF CLASS

The STATE LIBRARY SPECIALIST 1 provides technical support services for a functional unit of the State Library.

DISTINGUISHING FEATURES

This is the first level of a two-level series. At this level, responsibilities involve the daily processing of materials and information within a section of a functional operation or specialized unit of the State Library. Decision making authority that is dependent on team or management approval, and the lack of responsibility for coordinating the operations and services for a functional unit of the State Library distinguishes this class from the higher level.

DUTIES AND RESPONSIBILITIES

The duties listed below are not inclusive but characteristic of the type and level of work associated with this class. Individual positions may be assigned all or some combination of the duties listed below as well as other related duties.

1. Customer Service

Search, evaluate, and manipulate online bibliographic and database information to find information in response to patron requests.

Prepare library materials in specialized formats (e.g., video tapes, braille, electronic records) and distribute to state agencies and other library patrons.

2. Operations

Update and maintain computerized circulation records using knowledge, technical manuals, and procedure guides. Charge and discharge library materials. Maintain automated library catalog circulation records. Issue overdue notices. Prepare bills for lost materials following established procedures. Update records to reflect status (e.g., missing, lost, etc.) of library materials.

Search, evaluate and manipulate bibliographic information. Identify uninventoried items for addition to computerized database. Add, correct or delete online database records according to local and national policies and procedures. Refer unresolved cataloging problems to State Library Specialist 2 or to cataloger for decision.

Verify accuracy of invoices for materials ordered and received. Correct discrepancies within policy and procedure guidelines. Contact publishers or vendors to correct errors. Examine damaged materials and make basic repairs following national guidelines for care of library materials.

Operate, and train patrons, volunteers, and staff to operate, library technology systems and equipment, such as CD ROM readers, microfilm readers, on-line catalogs, etc..

Explain, answer questions, and train volunteers about the unit's operations and processes. Lead volunteers to carry out daily work flow or special projects, such as relocating a collection. Keep production records and prepare summary reports for unit.

Maintain stacks including shelving, shelf reading, paging, and library materials transportation.

RELATIONSHIPS WITH OTHERS

The State Library Specialist 1 has daily contact in person and by phone, with agency staff, other libraries and library patrons. The State Library Specialist 1 has frequent telephone or written contact with publishers or vendors, with staff of other libraries, and with technical and professional staff of other teams to coordinate and expedite processing materials and information.

SUPERVISION RECEIVED

The State Library Specialist 1 works under general supervision in interpreting and applying rules, regulations, policies and procedures applicable to the team. Guidance and feedback is available through consultation with other team members, specialists, professional library staff, team leaders, and group leaders. During initial training or when new procedures are implemented, work is reviewed as completed for accuracy, timeliness and conformance to applicable local, regional and national standards. Employees are also guided by State Library and team operation manuals, policies and procedures guides.

GENERAL INFORMATION

The work may require standing for long periods. Lifting and moving library materials weighing 25 to 50 lbs. and pushing carts up to 100-300 lbs.

KNOWLEDGE AND SKILLS (KS)

General knowledge of proper grammar, punctuation, spelling, and sentence structure.

General knowledge of arithmetic.

Basic knowledge of the structure, organization and operation of a library and library terminology and filing procedures.

Basic knowledge of computer operations to enter and retrieve information.

Skill in communicating orally and in writing with a variety of people to gather and exchange information.

Skill in applying rules, standards, policies or procedures in processing library materials and information, and in maintaining accurate production and activity records.

Skill in organizing work and exercising independent judgment to make appropriate decisions about work methods.

Skill in guiding, training, and working with others, including library staff, employees of other agencies, library patrons, and volunteers.

Skill in cooperating with others in work environment to coordinate and facilitate timely processing of materials and information.

Some positions in this class may require the following:

Basic knowledge of a specialized area or its terminology (e.g., medicine, science, art, foreign languages, maps, instructional media, braille, large print, etc.).

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for **all** positions in this class. Additional KS requirements will be explained on the recruiting announcement.

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Revised

STATE OF OREGON
Dept. of Administrative Services
Human Resource Services Division