

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE
LIBRARY CONSULTANT

DEFINITION

Plans/implements services and program for libraries on a statewide basis; provides consulting services to individual libraries and library systems in library development and specialty areas; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Advises libraries on policy, programs and services to enable Iowans to have access to excellent library services statewide.

Monitors the development/operation of a statewide electronic library resource network; identifies library resource sharing needs, appropriate technology to meet needs and advises libraries on implementing automation/telecommunication projects; trains library staff on the use of the network.

Administers state funds for libraries; verifies eligibility for appropriate use of funds; provides information on grant sources and advises/assists library organizations with grant proposals; oversees certification programs for public librarians and accreditation program for public libraries.

Develops, coordinates and maintains a basic curriculum of continuing education programs to enhance public library development; creates and produces educational programs and monitors the quality of educational programming.

Promotes, coordinates and develops public library services for children, young adults, the elderly, persons with disabilities and the unserved so that these special groups receive equal access to high quality public library services by conducting needs assessments, publishing information, conducting workshops, and consulting with public and regional library staff and community organizations.

Serves as a resource person for workshops, conferences, and training programs within the state by providing information and conducting training sessions.

Serves on task forces as State Library liaison to other agencies related to library and information services, telecommunications and library technology.

COMPETENCIES REQUIRED

Knowledge of the organization, administration and management of libraries.

Knowledge of current best practices in library services, e.g., library reference and research methods, etc.

Knowledge of computer technology, telecommunications and Internet applications.

Knowledge of library services delivery to children and special populations such as the elderly and persons with disabilities.

Knowledge of the principles of adult education and concepts for continuing education.

Ability to recognize training needs of library staff statewide and to establish continuing education programs to meet those needs.

Ability to adapt and apply computer technology to statewide library networking activities and individual library technology needs.

Ability to provide professional consultation on library administrative and operational problems, provide recommended solutions and manage projects.

Ability to establish working relationships with librarians and trustees and to develop collaborative relationships with other agencies.

Ability to express thoughts, ideas and recommendations clearly in oral and written form.

Ability to apply and interpret rules, regulations and policies/procedures as they relate to the State Library and library programs of the state.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Follows policy and cooperates with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from an accredited college or university with a master's degree in library science and five years of full-time professional experience in a public, school, academic, special library or library system;

OR

graduation from an accredited four-year college or university with a bachelor's degree in library science and six years of full-time professional experience in a public, school, academic, special library or library system;

OR

an equivalent combination of experience and education, substituting one year of the required experience for each year of the required education (30 semester hours or one year) to a maximum substitution of four years.

Effective Date: 03/08 SA