

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE
LIBRARY RESOURCES TECHNICIAN

DEFINITION

Provides reference, research, or limited archival services through a State Library for other state departments, the State Legislature, other public and institutional libraries, and the general public; maintains library collections and operational records; 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

Oversees specific library collections of periodicals, government documents and similar materials; updates holdings by weeding materials and recommending new titles.

Assists staff and clientele in the use of information resources and library collections; identifies the types of materials available, answers questions regarding the library's holdings, and provides instruction in the use of bibliographic tools such as indexes, directories, files and catalogs.

Classifies unindexed materials to enable quick access by patrons through analytics, accessioning and cataloging.

Accesses information resources; identifies and locates materials and provides factual data and assistance in locating materials for library patrons using indexes, abstracting services, computer data bases, census data and government documents.

Represents employing library to answer questions, provide suggestions and supply information; attends meetings of professional library groups and visits other libraries.

Assists a supervisor in training volunteers and new employees; explains work procedures and answers questions.

Uses conservation treatment techniques for preservation and restoration of library materials.

COMPETENCIES REQUIRED

Knowledge of library reference source.

Knowledge of research and reporting methods and procedures, including compilation of bibliographies.

Knowledge of methods for classification of library materials, including analytics, accessioning and cataloging.

Knowledge of basic archival principals and techniques.

Ability to organize and present facts and opinions clearly and concisely in oral and written form.

Ability to analyze situational requests and determine solutions.

Ability to use automated catalog systems.

Ability to remain in control of situations and deal diplomatically with difficult clientele.

Ability to establish priorities for the use of time and resources in responding to information requests.

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. Makes an effort to follow policy and cooperate 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 or the equivalent from an accredited college or university and one year of full-time professional experience in work requiring research, use of reference sources and people contact, or book/paper preservation or conservation work;

OR

an equivalent combination of the required education and experience, substituting one year of full-time experience for thirty semester hours of education, to a maximum of two years;

OR

employees with current continuous experience in the state executive branch that includes experience equal to six months of full-time experience as a Library Associate.

Effective Date: 11/98 GRC