



# State of Louisiana Current Job Opportunities

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## LIBRARY SPECIALIST 2



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**Class Title**

LIBRARY SPECIALIST 2

**Class Code**

164470

**Salary** ⓘ

\$1,886.00 - \$3,702.00 Monthly

## DEFINITION

## BENEFITS

**Qualifications****MINIMUM QUALIFICATIONS:**

Two years of experience in which clerical work was a major duty, one year of which must have been in clerical library work.

**SUBSTITUTIONS:**

Training in a business or clerical-related curriculum in a business school or technical institute will substitute for the required general experience on the basis of six months of training for six months of experience.

Completion of a business or clerical-related curriculum in a business school or technical institute will substitute for one year of the required general experience.

College training will substitute for the required general experience on the basis of 15 semester hours for six months of experience.

A baccalaureate degree will substitute for all of the required experience.

**NOTE:**

Business or technical school training with less than completion will only be credited in six month increments. Similarly, college training will only be credited in 15 semester hour increments.

**NOTE:**

Any college hours or degree must be from a school accredited by one of the following regional accrediting bodies: the Middle States Commission on Higher Education; the New England Association of Schools and Colleges; the Higher Learning Commission; the Northwest Commission on Colleges and Universities; the Southern Association of Colleges and Schools; and the Western Association of Schools and Colleges.

**Job Concepts****FUNCTION OF WORK:**

To assist in the preservation, management, and public access of information resources.

**LEVEL OF WORK:**

Experienced.

**SUPERVISION RECEIVED:**

Library Specialists typically report to a Library Specialist Supervisor.

**SUPERVISION EXERCISED:**

None.

LOCATION OF WORK:

May be used by all state agencies.

JOB DISTINCTIONS:

Differs from Library Specialist 1 by the presence of experienced level duties.

Differs from Library Specialist 3 by the absence of advanced level duties.

**Examples of Work**

EXAMPLES BELOW ARE A BRIEF SAMPLE OF COMMON DUTIES ASSOCIATED WITH THIS JOB TITLE. NOT ALL POSSIBLE TASKS ARE INCLUDED.

Performs information verification tasks using a variety of sources such as databases, indexes, catalogs, etc.

Performs bibliographic processes such as copy cataloging, retrospective conversion, etc.

Performs cataloging maintenance tasks to ensure quality control.

Interprets and applies library policy for patrons.

Performs serials check-in and claiming.

Collects and maintains library statistics; produces reports for management.

Performs full range of routine acquisitions activities including: ordering, authorizing receipt of shipments of materials, corresponding with vendors regarding claims, processing credits for incomplete or duplicate shipments or damaged items, utilizing online claim systems for non-receipt of materials, reviewing and certifying accuracy of invoices, and ensuring records accurately reflect state-mandated codes.

Provides reference services to users such as answering routine requests for information using standard reference sources, providing correct citations for incomplete and inaccurate bibliographic descriptions, explaining proper use of reference tools to patrons, etc.

May perform routine maintenance on audio-visual equipment, microform readers/printers, photocopiers, etc.

May serve on standing and ad hoc committees.

May assist in planning and conducting training programs, internally and externally.