



# State of Louisiana Current Job Opportunities

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## LIBRARY SPECIALIST 3



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**Class Title**

LIBRARY SPECIALIST 3

**Class Code**

164480

**Salary** ⓘ

\$2,158.00 - \$4,240.00 Monthly

DEFINITION

BENEFITS

**Qualifications**

**MINIMUM QUALIFICATIONS:**

Three years of experience in which clerical work was a major duty, two years 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:**

Advanced.

**SUPERVISION RECEIVED:**

Library Specialists typically report to a Library Specialist Supervisor.

**SUPERVISION EXERCISED:**

May exercise functional supervision over lower level personnel.

LOCATION OF WORK:

May be used by all state agencies.

JOB DISTINCTIONS:

Differs from Library Specialist 2 by the presence of advanced level duties.

Differs from Library Specialist Supervisor by the absence of direct supervisory 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 highly specialized library duties such as microfilming, preservation, archival processing, etc.

Provides detailed information on library services and answers questions from library patrons. Instructs patrons in the use of library systems, print/electronic indexes, Internet resources, etc.

Resolves complex problems related to the use of bibliographic records such as complicated serial title changes, special languages and/or formats, etc.

Coordinates bindery or restoration and repair activities for a library. Solves bindery problems and determines the appropriate style or alternative treatment of materials.

Edits problematic bibliographic entries for online automated system using accepted library standards and procedures.

Monitors and ensures accuracy and consistency of information in databases.

May recommend and implement changes in library policies and procedures.

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

May serve on standing and ad hoc committees.