



# State of Louisiana Current Job Opportunities

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## LIBRARY SPECIALIST SUPERVISOR



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**Class Title**

LIBRARY SPECIALIST SUPERVISOR

**Class Code**

164490

**Salary** ⓘ

\$2,694.00 - \$5,304.00 Monthly

DEFINITION

BENEFITS

**Qualifications**

**MINIMUM QUALIFICATIONS:**

Four years of experience in which clerical work was a major duty, three 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 the four years of general clerical work and two years of the clerical library work.

**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:**

There is no substitution for one year of the clerical library work.

**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 supervise the preservation, management, and public access of information resources.

**LEVEL OF WORK:**

Supervisor.

**SUPERVISION RECEIVED:**

Library Specialist Supervisors typically report to a Library Manager.

**SUPERVISION EXERCISED:**

Subordinate staff typically consists of Library Specialists.

**LOCATION OF WORK:**

May be used by all state agencies.

**JOB DISTINCTIONS:**

Differs from Library Specialist 3 by the presence of direct supervisory duties.

Differs from Librarian 1 by the absence of professional librarian duties.

**Examples of Work**

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

Organizes the workflow, determines and assigns priorities and deadlines, oversees technical processes and/or public services, and maintains responsibility for records and statistics.

Communicates the needs and suggestions of staff to management.

Composes correspondence, prepares reports or budget summaries showing expenditures and balances, and supervises the maintenance of essential records.

May assist in the development of library policies. Interprets policy and suggests changes as needed.

Participates in evaluating and developing new techniques, procedures, plans, and equipment by analyzing data and recommending alternatives.

May participate in strategic planning for the department.

May represent the unit at departmental meetings.

May serve on standing and ad hoc committees.

Plans and conducts training programs, internally and externally.