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Minimum Qualification Specifications  
for the Classes:

MANAGING LIBRARIAN I & II

Minimum Education and Experience Requirements:

Except for the substitutions provided for elsewhere in this specification, applicants must possess the education and/or experience specified below.

MANAGING LIBRARIAN I - Applicants must meet the requirements specified in A or B below:

- A) Graduation from an accredited four (4) year college or university with a bachelor's degree, and four and one-half (4-1/2) years of progressively responsible professional work experience in one or more major functional areas of librarianship (e.g., selection, acquisition, cataloging, and classification of materials, collection development and maintenance, reference and readers' advisory services, or development and promotion of library services).

Excess professional library work experience or any other progressively responsible administrative, professional or other analytical work experience which provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted for the education on a year-for-year basis. The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

- B) A master's degree in library science, or satisfactory completion of all the coursework leading to the master's degree in library science, from an accredited college or university, except for the thesis and/or comprehensive qualifying examinations, and three (3) years of progressively responsible professional work experience in one or more functional areas of librarianship (e.g., selection, acquisition, cataloging, and classification of materials, collection development and maintenance, reference and readers' advisory services, or development and promotion of library services).

The total number of years of professional library work experience required in A or B above must have included two (2) years of experience which were at least comparable to the Librarian IV level in the State service. For the class Managing Librarian I, one (1) of these two years of experience must have involved responsibility for planning and supervising a library operation; or responsibility for planning, coordinating and evaluating library services and/or projects; providing assistance and guidance to field library personnel; and coordinating and/or conducting training.

All positions at this level require the ability to supervise others. For some positions, supervisory aptitude, rather than actual supervisory experience may be accepted. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects; by serving as a group or team leader, or in similar work in which opportunities for demonstrating supervisory capabilities exist; by completion of training courses in supervision accompanied by application of supervisory skills in work assignments or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

MANAGING LIBRARIAN II - In addition to the requirements specified for the I level, applicants must have had a minimum of one (1) year of professional work experience comparable to the Librarian IV or higher level in the State service. Such experience must have involved 1) planning, organizing, scheduling, and directing the work of professional librarians; 2) assigning and reviewing their work; 3) advising them on difficult problem areas; 4) training and developing new employees; and 5) maintaining discipline.

Managerial Aptitude:

All applicants for the classes Managing Librarian I and II must possess managerial aptitude. Managerial aptitude will be considered to have been met through: 1) successful performance of, or substantial participation in coordinating the use of resources in order to attain program objectives, and which included organizing, scheduling, supervising, and coordinating a group of activities within time, resource and budgetary limitations; identifying resource needs (manpower, materials, and equipment); recommending program goals and objectives and evaluating the attainment of the same; 2) interest in management demonstrated by the performance of work assignments in a manner which clearly indicates awareness of problems and the ability to solve them; 3) completion of educational or training courses in the areas of management accompanied by the application of principles, which were learned, to work assignments; 4) management's observation and evaluation of the applicant's leadership and managerial capabilities; and/or 5) success in trial assignments to managerial and/or administrative tasks.

Non-Qualifying Experience:

Work experience in a library, bookstore, or other agency or institution dealing with books, printed material, and other recorded knowledge which did not involve the application of the principles, practices, knowledge, theories and tools of library science will not be acceptable. Examples of such non-qualifying experience are as follows:

1. Work in collections of fiction, recreational, or other reading material where no formal cataloging or classification of material is performed.
2. Experience in wholesale or retail bookstore, circulating fiction and club libraries, or hospital record departments.
3. Experience as a library page, as a library attendant or as a clerical worker, even though the duties included such work as charging and discharging books or typing catalog cards or orders for books and materials.
4. Nonprofessional work in a library on a paid or on a volunteer basis.
5. Training in the particular use of libraries and library facilities such as is given in orientation courses to college freshmen.
6. Work performed as part of an internship or practicum in fulfilling educational requirements.

Substitutions Allowed:

1. Successful completion of graduate-level coursework in library science from an accredited college or university may be substituted for professional library work experience (but not for work experience comparable to the Librarian III or higher levels in the State service), on the basis of fifteen (15) semester credit hours for six (6) months of experience, up to a maximum of one (1) year.
2. A Ph.D. or doctor's degree in library science from an accredited college or university may be substituted for one (1) year of professional library work experience required, but not for work experience comparable to the Librarian IV or higher level in the State service.

Quality of Experience:

Possession of the required number of years of experience will not in itself be

accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. In such positions, certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Handicaps in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

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This is the first minimum qualification specification for the new classes MANAGING LIBRARIAN I and II, which replaces the minimum qualification specification for Managing Librarian I and II approved on September 27, 1982.

DATE APPROVED: 12/04/89

/s/ Diana H. Kaapu  
ALFRED C. LARDIZABAL  
Director of Personnel Services