

Class Code: 1823
Effective: 2/26/2026

LIBRARIAN IV

PURPOSE AND NATURE OF WORK

Position is responsible for managing the Lafayette Public Library system's Integrated Library System (ILS), online and digital library collections. Incumbent performs contract negotiations associated with electronic resources and outsourced services, and administers programs related to e-resource and telecommunications subsidies. Incumbent may have supervisory responsibility for professional and paraprofessional staff and reports to the Library Director.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties).

Through the staff, oversees the ILS, online catalog, digital library resources, online calendar, and room booking software. Serves as ILS and digital library administrator by authorizing access, passwords, and email, and making updates to settings as needed for adherence to library policies. Coordinates the discarding process for library materials within ILS records.

Analyzes needs and negotiates digital resources contracts by reviewing, monitoring, and determining the value and cost effectiveness of electronic resources, shared and outsourced resources, and other library projects and goods.

Administers Federal E-Rate telecommunications subsidy program. Collects and records monthly statistics from all branches for submission to the library administration and Library Board of Control. Collects and reports various statistics related to the library usage portion of the State Annual Statistical Report.

Participates in outreach programs, including addressing initiatives related to patron access to the online catalog and services, and direct access to library resources, services, and programs.

Performs related work as required.

NECESSARY KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of library science principles and philosophy of service, procedures, and technology.

Considerable knowledge of library automated system design and applications.

Considerable knowledge of library grant programs.

Knowledge of system hardware and software.

Knowledge of purchasing laws and regulations.

Ability to maintain professional standards.

Ability to effectively manage and supervise the work of subordinates.

Ability to communicate effectively, both orally and in writing.

Ability to maintain effective working relationships with subordinates, colleagues, and the public.

Ability to identify and solve technical problems quickly and efficiently.

DESIRABLE TRAINING AND EXPERIENCE

Master's degree in Library and Information Science and progressively responsible professional library experience, including supervisory experience and considerable experience in library automated systems or technical processes, or any equivalent combination of training and experience.