

**Class Code: 1823**  
**Effective: 6/24/2019**

## **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, and warehouse facility. Incumbent performs contract negotiations associated with electronic resources and outsourced services, administers programs related to e-resource and telecommunications subsidies, and oversees library makerspace services. Incumbent has 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. Analyzes needs and negotiates 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.

Manages the library warehouse storage facility. Coordinates the discarding process for library materials. Coordinates with other library staff to retrieve materials from storage. Coordinates with Friends of the Library for warehouse access. Manages workflow of employees assigned to weeding the warehouse collection. Serves as point of contact for warehouse landlord on all issues not related to the lease.

Supervises the Main Library Makerspace and associated professional and paraprofessional employees. Through the staff, manages makerspace services and related technology on a system-wide basis.

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, including makerspace equipment 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 from an ALA-accredited Library and Information Science school and progressively responsible professional library experience, including supervisory experience and considerable experience in library automated systems or technical processes and makerspace equipment and software, or any equivalent combination of training and experience.