

WASHINGTON STATE DEPARTMENT OF PERSONNEL

Specification for Class of

LIBRARY INFORMATION ASSOCIATE (25100)

Abolished Initially Effective January 13, 2006

Abolished Final Effective February 10, 2006

Definition: Option (1): Performs entry-level professional librarian duties. These positions perform basic library functions and provide professional level services that are ongoing and independent of new strategic plans or agency initiatives. Focuses on tactical thinking and the day-to-day implementation of effective customer service; **OR**

Option (2): Under the administrative direction of a library information specialist, serves as a senior level technical assistant. Performs entry-level, professional, librarian tasks or, technical/clerical support and professional tasks with a majority of the responsibility assigned at the professional level.

Typical Work

Performs advanced bibliographic and information searches, answers reference questions, confers on reference strategies with customers;

Analyzes and resolves complex order and bibliographic problems;

Selects material to fill information subject requests from other libraries and assists customers with bibliographic tools;

Analyzes, organizes, indexes and describes materials such as manuscripts, clippings, slides, and photographs;

Assists in providing technical and informational services to state agency and legislative clients for a special collection requiring research and summarization of findings;

Manages indexing database program;

Performs other work as required.

Knowledge and Abilities

Ability to use and explain information tools, facilities, and services; meet public and establish effective relationships; interact courteously with customers; work effectively in a team environment.

Must possess fundamental knowledge and practice applications of professional level library principles. Knowledge of cataloging and reference techniques.

Minimum Qualifications

A Master's degree in library science from an American Library Association accredited program and certification by the State Librarian authorized through the Office of the Secretary of State; or certification by professional portfolio as authorized through the Office of the Secretary of State; **OR**

A Bachelor's degree which includes an equivalent to 30 quarter hours in library science; and two years of experience in the functional operations of a library. One additional year of experience with duties equivalent to a library information technician may be substituted for the required credit hours; **OR**

An accredited associate degree in library technology and four years of experience in the functional operations of a library; **OR**

Six years of experience in at least two functional area's (i.e. circulation, reference, interlibrary loan, serials, media services, government publications and acquisitions) of a library.

New class: 5-1-63

Revised typical work: 12-1-67

Revised minimum qualifications: 6-25-76

Revised minimum qualifications: 9-9-88

Revised definition, minimum qualifications, and general revision, added distinguishing characteristics, title change (formerly Librarian 1): 1-13-95

Revised definition, minimum qualifications and added distinguishing characteristics: 5-10-96

Revised definition: effective 7-1-99

Revised definition, distinguishing characteristics, minimum qualifications and general revision: 1-19-01.

Revised minimum qualifications: 7-12-02

Revised minimum qualifications: 11-15-02