



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

LIBRARIANS

Class Title	Class Code	Pay Band	Alt Pay Band*
Librarians-B	I4021B	55	60
Librarians-O	I4021O	60	65
Librarians-A	I4021A	65	70

**In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

Occupation Description

Administer libraries and perform related library services. Work in a variety of settings, including public libraries, schools, colleges and universities, museums, corporations, government agencies, law firms, non-profit organizations, and healthcare providers. Tasks may include selecting, acquiring, cataloging, classifying, circulating, and maintaining library materials; and furnishing reference, bibliographical, and readers' advisory services. May perform in-depth, strategic research, and synthesize, analyze, edit, and filter information. May set up or work with databases and information systems to catalog and access information.

Nature of Work

Librarians combine traditional duties with tasks involving quickly changing technology. Librarian's help people find information and use it effectively for personal and professional purposes. They must have knowledge of a wide variety of scholarly and public information sources and must follow trends related to publishing, computers, and the media to oversee the selection and organization of library materials. Librarians manage staff and develop and direct information programs and systems for the public and ensure that information is organized in a manner that meets users' needs.

Distinguishing Characteristics of Levels

Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

Basic

- Employees in this Role assist people in finding information and using it effectively. Employees follow trends related to publishing, computers, and the media to effectively oversee the selection and organization of library materials; determine library patrons' needs and identify means to meet those needs.

Recommended Education and Experience for Full Performance

Master's Degree from a program accredited by the American Library Association (or recognized by the appropriate body of another country) with one (1) year experience in performing and providing basic library technical operations, effective library and information services.

LIBRARIANS

Minimum Qualifications

Master's Degree from a program accredited by the American Library Association (or recognized by the appropriate body of another country).

Operational

- Employees in this Role perform duties requiring application of specialized library principles and practices to a wide variety of library activities.
- Employees interpret and apply a broad, professional library education to a variety of situations and rely on professional theory and principle to make procedural and policy decisions.

Recommended Education and Experience for Full Performance*

Master's Degree from a program accredited by the American Library Association (or recognized by the appropriate body of another country) with two (2) to three (3) years experience in performing and providing operational library technical operations, effective library and information services.

Minimum Qualifications

Master's Degree from a program accredited by the American Library Association (or recognized by the appropriate body of another country) with one (1) year experience in performing and providing operational library technical operations, effective library and information services, plus basic copy-cataloging experience.

Advanced

- Employees in this Role independently plan, implement, and evaluate specialized projects involving personnel from other state agencies, the general public, and/or library personnel from other libraries in the state.
- Employees are required to plan and direct operation of specialized reference services; consult and administer grant programs to libraries within institutions; develop and monitor programs for continuing education for library personnel in other libraries throughout the state.

Recommended Education and Experience for Full Performance

Master's Degree from a program accredited by the American Library Association (or recognized by the appropriate body of another country) with two (2) to four (4) years experience in performing and providing advanced library technical operations, effective library and information services.

Minimum Qualifications

Master's Degree from a program accredited by the American Library Association (or recognized by the appropriate body of another country) with two (2) years experience in performing and providing advanced library technical operations, effective library and information services, plus cataloging experience and managerial experience.

Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O*NET. O*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

LIBRARIANS

Knowledge

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Computers and Electronics — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

Education and Training — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Communications and Media — Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.

Skills

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Speaking — Talking to others to convey information effectively.

Writing — Communicating effectively in writing as appropriate for the needs of the audience.

Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Coordination — Adjusting actions in relation to others' actions.

Instructing — Teaching others how to do something.

Service Orientation — Actively looking for ways to help people.

Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.

LIBRARIANS

Statutory Requirements: N/A

Conditions of Employment: Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions,* and the *recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Default FLSA Status: Non-Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

Bargaining Unit: This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

Established: 07/07/2001 **Revised:** 9/20/2011

**Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.*

Note: Classification description subject to change. Please refer to the SPO website www.spo.state.nm.us to ensure this represents the most current copy of the description.