New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 3606510

Library Development Specialist 1, Grade 24 3606510
Library Development Specialist 2, Grade 27 3606520
Library Development Specialist 2 (Conservation), Grade 27 3606521
Library Development Manager, M-3 3606530

Brief Description of Class Series

Positions in this series are responsible for the planning, regulation, coordination and development of statewide library services in a networked, team environment. Incumbents of these positions provide consultant services and technical assistance to libraries and library systems by interpreting statutes, guidelines and regulations; administering aid programs; evaluating programs; and formulating recommendations on legislation and regulations. These positions are only found in the State Education Department.

Distinguishing Characteristics

Library Development Specialist 1: performance level; under the supervision of a Library Development Specialist 2 or other higher-level staff, performs a variety of tasks to assist in the planning, regulation, coordination and development of statewide library services.

Library Development Specialist 2: supervisory level; provides leadership and guidance for the planning and coordinated development of statewide library services.

Library Development Manager: managerial level; provides direction and coordination to the development of statewide library services.

Illustrative Tasks

Library Development Specialist 1

Implements regional and statewide programs in cooperation with libraries, library systems and/or State and federal agencies. Assists with the preparation of program plans, interpretation of programs, advisory committees, organization of conferences and meetings, and implementation of programs, including statewide communications and advocating for the development of libraries and library services.

Serves as a liaison to outside groups, organizations, institutions, and agencies.

Provides consultation and advisory services to localities, libraries and library systems on library-related governance, funding, legal and policy matters.

Assists with the management and delivery of a variety of State and federally funded statewide library programs and services.

Assists in the development and delivery of system-based, regional and/or statewide informational and training programs, workshops, and conferences. Serves as a speaker, resource person, facilitator and/or trainer for workshops, conferences, and training programs.

Assists advisory committees and other entities regarding statewide communication and advocacy efforts.

Coordinates the collection and dissemination of information and data about libraries and library services.

Assists in public policy development, including research for and development of legislative and regulatory language for statewide library programs.

May assist in developing and conducting training.

May supervise Education Program Assistants 1 and 2, Education Finance Specialists and/or other support staff.

Library Development Specialist 2

Develops and manages statewide library programs and services in cooperation with libraries, library systems, and/or State and Federal agencies. Prepares program plans, works with advisory groups, interprets programs, secures institutional commitments, and coordinates program implementation and evaluation, including statewide communications and advocacy efforts.

Provides high-level consultant expertise in library and library system governance matters and oversees the monitoring of local library and library system compliance with laws, regulations, and guidelines.

Oversees Federal and/or State funded statutory and competitive grant programs.

Develops funding proposals to and with outside organizations or other State or Federal agencies and oversees administration and evaluation of such programs as necessary.

Plans, conducts, and reports on studies and evaluations of program activities for long-range planning to increase program effectiveness.

Handles complex public policy, legal and program-related questions and concerns from the public, the media, local and state officials, the Legislature, and others regarding libraries and library systems.

Reviews, makes recommendations, and develops legislation and regulations concerning library programs and services.

May develop and conduct training.

Library Development Manager

Provides overall direction of activities and programs such as the oversight and development of statewide library services, the certification of public librarians, the establishment, chartering and registration of public libraries, statewide reading programs, and statewide electronic resources programs.

Manages and coordinates various program initiatives as well as the development and evaluation of State and Federal aid programs encompassing the State's 72 library systems and 7000 libraries,

Oversees the work of advisory committees, stakeholders and staff members focusing on the federally mandated Library Services and Technology Act Program.

Manages the budget, expenditures and staffing plans.

Provides high-level consultation and technical assistance to the State Librarian, library policymakers and other NYSED personnel regarding statewide library programs, services and make recommendations.

Supervises multiple Library Development Specialists 2.

<u>Minimum Qualifications</u>

Library Development Specialist 1

Open competitive: Master's degree in library science or information science from an American Library Association (ALA) accredited college or university, or a New York State permanent public librarian certificate, and three years of experience as a professional librarian. The experience must be in one or more of the following:

1. In a library field advisory/consultant position or as a director, in a state library or in a library system;
2. As a supervising librarian of a school district;
3. As a director or assistant director of a public library;

4. As a head librarian of a school library media center, including supervision over the equivalent of at least one full-time professional;
5. As a librarian with expertise in age-level or special group services, automation, telecommunication or network development, or collection development and resource sharing, in a public library, academic library, research library, or special library;
6. In a position with overall responsibility for the operation of a major program area or branch, including supervision over the equivalent of at least two full-time professionals, in a public library, academic library, research library, or special library.

Library Development Specialist 2

Promotion: one year of permanent competitive or 55b/c service as a Library Development Specialist 1.

Open competitive: Master's degree in library science or information science from an American Library Association (ALA) accredited college or university, or a New York State permanent public librarian certificate, and four years of experience as a professional librarian. Two of which must have been at a supervisory level. The experience must be in one or more of the following:

1. In a library field advisory/consultant position or as a director, in a state library or in a library system;
2. As a supervising librarian of a school district;
3. As a director or assistant director of a public library;
4. As a head librarian of a school library media center, including supervision over the equivalent of at least one full-time professional;
5. As a librarian with expertise in age-level or special group services, automation, telecommunication or network development, or collection development and resource sharing, in a public library, academic library, research library, or special library; or
6. In a position with overall responsibility for the operation of a major program area or branch, including supervision over the equivalent of at least two full-time professionals, in a public library, academic library, research library, or special library

Library Development Manager

Non-competitive: Master's degree or higher in library science or information science from an American Library Association (ALA) accredited college or university, and five years of post M.L.S. or M.I.S. experience in a library, library system, state library agency, or library association; three years of qualifying experience must have been at a supervisory level; or one year of qualifying experience at a managerial level.

Note: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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Parenthetic Attachment

Library Development Specialist 2 (Conservation): plans, coordinates, monitors, and evaluates a program to assist research and other libraries, historical societies, museums, and other agencies in establishing conservation and preservation activities; reviews and evaluates applications submitted by such cultural agencies for competitive grants, monitors progress of both established and competitive grants, and provides technical assistance and guidance; assists, evaluates, and monitors research libraries for plans; develops statewide programs in cooperation with libraries, other entities such as the State Museum and the State Archives and Records Administration, professional library organizations, and other concerned with conservation and preservations; provides conservation and preservation advisory and consultant services to libraries in New York State; and supervises Library Development Specialists 1.

Minimum Qualifications

Library Development Specialist 2 (Conservation)

Open competitive: Master's degree in library science or information science from an American Library Association (ALA) accredited college or university, or a New York State permanent public librarian certificate, and five years of post M.L.S. or M.I.S. services in a library, archive, or historical society. Two years of experience must have been in the conservation or preservation of library or archival material.