

Health and Human Services Enterprise

Position Description

TO: HHS HR Classification Office

I. POSITION DATA:Position Number(s): **00009730**Functional Job Title **Librarian IV**Class Title: **Librarian IV**Class Number: **7404**Salary Schedule/Group: **B11**FLSA Status: **Non-Exempt - 4**Work Location: **1100 W. 49th Street, Austin, Texas**HHSAS Department Name: **Center for Health Statistics / Library**HHSAS Department ID Number: **AA221**Bureau/Facility/Division: **Center for Health Statistics / Library**Agency: **Department of State Health Services (DSHS)****II. IMMEDIATE SUPERVISOR OF POSITION:**Supervisor's Name: **Cindy Faries**Supervisor's Employee ID Number: **00000098258**Supervisor's Position Number: **00009707**Supervisor's Phone Number: **(512) 458-7111 ext: 6492****III. GENERAL DESCRIPTION:**

Brief Job Description: Performs advanced program administration work related to the Medical and Research Library. Work involves establishing program goals and objectives, developing program guidelines, procedures, policies, schedules, priorities and standards for achieving program goals; evaluates program activities; develops budget requests; and coordinates program activities. Leads a team of 1 professional library staff. Works as part of the Library and Information Services Program leadership team, serving as back-up to the Manager II. Work involves consultative, research, training, and customer service duties involving complex medical and technical information. Works under minimal supervision of the Manager II with extensive latitude for the use of initiative and independent judgment.

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Date Approved:

IV. ESSENTIAL JOB FUNCTIONS (EJF): List in order of importance the essential job functions. Percentages of time spent should be in increments of 5% and not exceed 100%.

<p>EJF 1. Information Consultant. Leads the Medical and Research Library team in providing information consultation services to primary customers in DSHS Central Office and regions/hospitals and affiliated local health departments and libraries. Assists customers and library staff: identifies appropriate information resources; improves search and retrieval techniques involving Internet and online database resources; and manages information including consultation for developing, organizing, and maintaining clearinghouses and collections. Provides limited consultation services to secondary customers in non-affiliated local health departments, libraries, and the public. Provides guidance to individuals and small groups through orientations and prepared tools and aids. Coordinates program's website which includes providing input on content, training others to use it, and promoting the site. Plans, develops, and conducts formal training to departmental staff and affiliates on information sources and retrieval. Training involves assessing customer needs and competency levels, developing appropriate training programs and materials, and evaluating the effectiveness of the training.</p>	<p>% Time Spent: 25%</p>
<p>EJF 2. Reference and Technical Administration. Leads the Medical and Research Library team in providing professional research services to customers. Supervises provision of current awareness services including journal table of contents notification and regularly scheduled topic searches using a variety of electronic resources. Interviews customers to determine information needs, formulates an appropriate and cost-effective search strategy, analyzes and edits the retrieval, delivers the research results in a timely manner, and evaluates if the customer needs are being met. As needed, travels to the University of Texas at Austin libraries to locate and retrieve/download/photocopy documents as needed by customers. Assists departmental programs with research studies and may assist with preparation of reports including editing and bibliographic citation verification. Oversees library technical services including serials management and electronic resource management. Evaluates book and journal collection and makes decisions for new additions or deletions. Coordinates journal delivery and payment with contract subscription agent. Performs complex copy and original cataloging for the Library. Performs related authority work and quality control in accordance with standards; classifies materials using the Library of Congress and National Library of Medicine classification systems; organizes cataloging information into standard format using EOS International's GLAS cataloging module. Performs removal functions from the catalog and assists in coordinating system maintenance. Provides technical processing for monographs to prepare them for circulation.</p>	<p>% Time Spent: 25%</p>
<p>EJF 3. Administrative functions. Performs advanced administrative work related to the Medical and Research Library program. Recommends and oversees implementation of plans for growth and enhancement of services which include evaluating time savings, benefit to the department, and costs; develops and interprets program's policies and procedures; monitors information resource legislation, trends, and copyright law; markets and promotes program services; writes announcements on program events and services; prepares budget requests and administrative reports which include analyzing program statistics and summarizing activities; and makes purchase or removal decisions regarding the program's information resource offerings. Directs program evaluation activities and standards for achieving goals. Serves as back-up to the Manager II of the Library and Information Services Program; includes attending meetings and frequent consulting on matters related to LISP.</p>	<p>% Time Spent: 25%</p>
<p>EJF 4. Medical Library team leader. Leads a team of 1 professional staff involved in the following Medical and Research Library activities: selection, purchase, cataloging, processing, organization, and maintenance of information resources; serials management; document delivery and inter-library loan; circulation; and research and referral. Oversees the team's implementation and use of the GLAS automation system and Ariel document delivery system. Coordinates the team's leave schedule. Provides performance data toward the evaluation of team members. Makes recommendations regarding disciplinary or reward actions. Presents project updates to the supervisor or manager. Coaches, motivates, and develops staff. Makes recommendations to the supervisor or manager regarding team assignments/reassignments and changes to job descriptions. Participates in the selection/hiring process. Trains and orients new staff. Conducts team meetings to communicate with staff. Recommends training classes to develop staff, evaluates and refines performance standards, and writes or edits procedure and training manuals. Provides back-up services for team members when they are absent or overloaded.</p>	<p>% Time Spent: 20%</p>
<p>EJF 5. Duties as assigned. Participates in special projects, teams, and committees as needed. Serves as a team or project leader and on interview panels as needed. Meets periodically with other Library and Information Services Program leaders and Manager II to plan and discuss library program initiatives, automation, budgets, personnel issues, and formulation of a strategic plan.</p>	<p>% Time Spent: 5%</p>
<p>Attends work on a regular and predictable schedule in accordance with agency leave policy and performs other duties as assigned.</p>	
<p>Total Time Spent: 100%</p>	

<p>EJF 4. Document Delivery. Performs document retrieval and delivery activities, including: verifying bibliographic citations for completeness and accuracy through use of computerized databases such as NLM's Docline or TexShare; locating the most timely and cost-effective source for each document. Creates and maintains master electronic list of locations of commonly requested journal titles using Word software. Provides an environment for the effective transition from a collection-centered library towards a library emphasizing networked electronic information services by designing, developing and implementing electronic alternatives to paper-based library operations. Consults with publishers, Ebsco subscription service representatives and TDH network staff to set up full-text electronic access to journals. Downloads and distributes electronic information using various online databases. Travels to Austin libraries to retrieve/photocopy documents when needed. Forwards government electronic newsletters to internal customers when received.</p>	<p>% Time Spent: 20%</p>
<p>EJF 5.</p>	<p>% Time Spent:</p>
<p>EJF 6.</p>	<p>% Time Spent:</p>
<p>EJF 7.</p>	<p>% Time Spent:</p>
<p>Attends work on a regular and predictable schedule in accordance with agency leave policy and performs other duties as assigned.</p>	
<p style="text-align: right;">Total Time Spent: 100%</p>	

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V. LICENSURE, CERTIFICATION, OR REGISTRATION REQUIRED:

List the licensure, certification, or registration required to perform this job:

VI. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

List the knowledge, skills, and abilities critical to performance in this position:

- Knowledge of Microsoft Excel
- Knowledge of Microsoft Word
- Knowledge of Microsoft Access
- Knowledge of GLAS library automation software
- Knowledge of National Library of Medicine's Docline and QuickDoc software and procedures
- Knowledge of Ariel software and procedures
- Knowledge of Texas State Library interlibrary loan procedures
- Knowledge of copyright rules and regulations
- Knowledge of Internet search strategies
- Knowledge of electronic databases including WorldCat, NLM LocatorPlus, Ebsco, Gale and Medline (including PubMed)
- Knowledge of English grammar, spelling, math and office practices
- Skill in using personal computers and scanner
- Skill in paying attention to detail
- Skill in maintaining electronic files
- Skill in use of photocopy machine, microfiche reader/printer, calculator, and FAX machine
- Ability to exercise independent judgment within areas of responsibility; organize work to comply with Department requirements for maintaining and processing required records; prioritize; and work within established time frames.
- Ability to communicate effectively orally and in writing, to respond to inquiries, and to establish a favorable rapport with library customers, the public, other libraries, and co-workers.
- Ability to sit for extended periods of time.

VII. ENVIRONMENTAL/HAZARD DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Place an 'X' after all work site and environmental conditions that apply to this job.

A. Working:

Travel (indicate % of time): 2%	Irregular hours.
Indoors. X	Outdoors.
On ladders or scaffolding.	With sharp instruments.
With moving vehicles/objects.	With hands in water.
Around machines with moving parts and objects.	With fire, boilers, or large hot stoves.
Other (specify):	

Place an 'X' after all work site and environmental conditions that apply to this job.

B. Exposure to:

Excessive heat.	Excessive cold.
Excessive humidity.	Excessive dampness.
Dry atmosphere.	Excessive noise.
Constant noise.	Dust/mites. X
Fumes, smoke, or gases.	Grease, oils, and combustibles.
Acidic/caustic solutions.	Silica, asbestos, etc.
Cleaning supplies/abrasives and solvents (degreasing agents).	Pesticides.
Human blood, body fluids, tissue or wastes.	Animal blood, body fluids, tissue or wastes.
Biomedical waste.	Biological agents.
Electrical energy.	Radiant energy.
Vibration.	Other (specify):

VIII. PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:**A. Enter the maximum number of pounds required in the next four blocks:**

Lifting (indicate number of pounds): 25	Carrying (indicate number of pounds): 25
Pulling (indicate number of pounds):	Pushing (indicate number of pounds):

B. Place an 'X' after all physical demands required to perform the essential job functions.

Repeated bending. X	Reaching above the shoulder. X
Simple grasping. X	Dual simultaneous grasping. X
Finger/manual dexterity. X	Sitting. X
Standing.	Walking. X
Crawling.	Twisting upper body. X
Kneeling. X	Stooping. X
Climbing stairs.	Climbing ladders.
Vision. X	Hearing. X
Other (specify):	Other (specify):