

Sr. Librarian (N16) South Dakota State Library (Department of Education)

The Senior Librarian is the State Data Coordinator and manages all state and federal library data collection programs for the South Dakota State Library. The Senior Librarian administers a state library program through planning, implementation, and coordination with other library programs and public or school libraries, agencies, or states; and provides consultative services to other libraries in the areas of development and operations to ensure the effective delivery of library services and the accomplishment of the goals and objectives of the program.

Knowledge of:

- library science principles, methods, practices, and systems;
- national standards for a library;
- automated information systems and their application to library services;
- common automated systems used by school and public libraries;
- electronic online databases;
- computer programs or applications available for libraries;
- effective methods of supervision;
- planning techniques;
- statistics, data collection and analysis

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Specific duties: Serves as the federally mandated "State Data Coordinator" to ensure collection and submission of required annual statistical data from all public and school libraries in the state.

- * Oversees the collection of data and design of collection tools and determines software vendor to use.
- * Provides training and technical expertise to libraries on submitting data; Reviews and edits final data.
- * Oversees the release and publication of final statistical data.
- * Interpret and apply statutes and regulations regarding library services;
- * promote team environment; work independently or as part of a team.
- * manage time and complex library operations;
- * plan, develop, and implement programs;
- * communicate clearly in both written and oral communications;

- * make presentations; develop educational programs;
- * works with library patrons, library staff, librarians from other libraries, other agencies, & library users;
- * dedicate oneself to quality library service; develop and maintain a strong library service orientation;
- * possess strong statistical and computation skills and the ability to analyze such data and extract trends or indicators
- * creative and technical skills to turn data into infographical media for external communication

Ability to:

- develop learning objectives and assessment tools;
- teach adults; develops measurable learning objectives for continuing education activities;
- deal tactfully with others; influence others and encourage teamwork;
- evaluate procedures and policies, interpret and apply them;
- plan, develop, and implement programs;
- solve problems;
- communicate clearly verbally and in writing; react in a positive manner to new situations;
- work independently or as part of a team; work under pressure;
- develop library programs that meet diverse needs;
- speak before large or small groups

Successful candidate will have a bachelor's or master's degree in Library and Information management or library sciences. Two years' experience in the field is preferred but not required. A background or education in mathematics, statistics and infographics is recommended. Ability to travel several times a year out of state for federal data collection training, willingness to work within a team of Sr. Librarians in the Development Services area. Development Services consult, present, and write on a broad range of topics, assists with various team and SDSL projects including grant management. Also assists and consults local librarians and travels in state on a regular basis to conduct local public library site visits.

Pay range: \$17.53 - \$26.29

If interested, apply online at <http://bhr.sd.gov>

Contact Information: Bureau of Human Resources, 500 East Capitol Avenue, Pierre, South Dakota 57501
(605) 773-3148