

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

LIBRARY CONSULTANT

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future professional positions within the Library Consultant classification. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future; rather, it is designed to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses professional positions providing consulting, technical assistance and related services to professionals in the field of libraries, library systems, and the provision of library services on a statewide basis. Positions allocated to this classification must meet the statutory definition of professional employee, as defined in s. 111.81(15), Wis. Stats.

C. Exclusions

1. Positions that meet the statutory definitions of management and/or supervisor, as defined in s. 111.81(13) and (19), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions that, for a majority of the time, (more than 50%), perform tasks such as reference, cataloging, circulation, acquisitions, bibliographic instruction, and collection development and are more appropriately classified as Librarian.
3. Positions that, for a majority of time (more than 50%), function as consultants in education in a particular curriculum area and are more appropriately classified as Education Consultant.

4. Positions that, for a majority of time (more than 50%), function as consultants in education in a particular administrative area and are more appropriately classified as School Administration Consultant.
5. Positions that, for a majority of time (more than 50%), perform paraprofessional library services assistant work and are more appropriately classified as Library Services Assistants.
6. Positions with responsibility for regional programs and services, or those providing services to individuals or organizations not directly related to libraries or library systems.
7. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competition.

## II. DEFINITIONS

This is specialized professional work as a consultant to individuals, libraries, and library systems within the State of Wisconsin. Positions allocated to this class function as experts in a particular area of specialization and are responsible for providing leadership and planning, development, implementation and evaluation of library services on a statewide basis. Work involves providing service to entities such as librarians, library boards, public officials, and advisory committees. The duties and responsibilities of employees in this class are performed under general supervision.

**Areas of Specialization Include:**

- 1) Information technology, telecommunications and internet access.
- 2) Continuing education programs for library personnel.
- 3) Federal library programs and projects.
- 4) Library administration and public librarian certification.
- 5) Library services for children and young adults or populations with special needs.
- 6) Library system administration and finance.
- 7) History outreach and education.
- 8) Genealogy.

**Examples of Work Performed:**

- Drafts and monitors adherence to goals relating to the area of specialization.
- Develops criteria and monitors the use of grant funds in an area of specialization.
- Plans and supervises surveys or studies related to the improvement and extension of library services.
- Represents the Department of Public Instruction at national and regional meetings.
- Promotes library system development.
- Maintains a cooperative relationship with and provides consultation and technical services to local library boards and librarians, professionals, organizations, and other affected individuals to determine the need for new services in addition to the revision of current services.

- Plans, develops and delivers presentations at conferences, workshops, or provides in-service training for library staff.
- Publishes in recognized professional journals or public information sources in the area of specialization or on general library administration topics.
- Consults and advises libraries, library systems, and local and regional units of government on planning and evaluating the operation of library services.
- Provides statewide coordination for planning, development, implementation, and evaluation of library programs, education/library technology and services within Wisconsin's adult and juvenile correctional institutions, mental health institutes, and centers for the developmentally disabled.

**Representative Positions:**

**Department Of Public Instruction – Public Library Technology Consultant:** Provide leadership, technical assistance and consultation for the development and implementation of library system technology projects. Coordinate planning and evaluation of library services. Oversee and administer grant programs. Provide technical assistance regarding legal issues and library policies.

**Department Of Public Instruction – Public Library Financial Consultant:** Provide leadership and consultation on general library system administration, funding and financial operations. Analyze data and monitor financial reports. Provide advice on the application of laws, rules and regulations and assist with compliance issues. Coordinate and provide workshops and training.

**III. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

**IV. ADMINISTRATIVE INFORMATION**

This classification was created effective June 1994 and announced in Bulletin CC/SC-19. This specification was modified effective September 2, 2007, and announced in Bulletin OSER-0170-MRS/SC as a result of the Education Professional Personnel Management Survey. The classification was modified effective November 11, 2007 and announced in Bulletin OSER-0172-MRS/SC to remove the inter-library cooperation and resource sharing specialization that was incorrectly included in the survey specification.

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