

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION  
LIBRARIAN SUPERVISOR**

**I. INTRODUCTION**

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to present and future positions performing professional supervisory librarian duties. Positions function as the supervisor of a state agency library, correctional or social service institution library or a large, specialized library that provides statewide or state level services and programs. This classification specification is not intended to identify every duty which may be assigned to positions, but is intended 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

The positions in this classification perform professional supervisory librarian duties. Positions function as the supervisors of a state agency library, correctional or social service institution library or a large, specialized library that provides statewide or state level services and programs. Positions allocated to this classification meet the statutory definition of supervisor as defined in Wis. Stats. 111.81 (19).

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition(s) of supervisor as defined in Wis. Stats. 111.81(19) as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which, for a majority of the time (i.e., more than 50%), supervise curators and are more appropriately classified as Curatorial Supervisor.

3. Positions which, for a majority of the time (i.e., more than 50%), supervise archivists and are more appropriately classified as Archival Supervisors.
4. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees typically enter positions within this classification by competitive examination.

## II. DEFINITIONS

### LIBRARIAN SUPERVISOR

Positions perform professional supervisory librarian work. Positions function as supervisor of a library located at a state agency, correctional or social service institution or at a large, specialized library that provides statewide or state level services and programs. Positions are responsible for policy, procedure and guidelines development for libraries, library systems, and library networks, budget development, fiscal management, short and long-range planning, program evaluation, and personnel management. Other duties performed may involve development of specifications and licensing agreements, and consultation and training for large-scale statewide automation projects. Positions may also function as experts in a particular areas of specialization, such as statewide reference and interlibrary loan program development; management of statewide database development or licensing; management of state level collection development; management of state level or statewide automation development; and cataloging of highly specialized material formats. Positions may provide leadership to statewide programs and consultation, technical support in relation to those programs; workshops, training, and presentations at statewide meetings, conferences, and programs. Work is performed under general supervision.

## 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 March 12, 2000 and announced in Bulletin CLR/SC-109 as a result of broad banding non-representative positions and to describe positions which perform professional supervisory librarian duties. This classification is the result of collapsing the Librarian Supervisor 1 & 2, which was abolished effective March 12, 2000 and announced in Bulletin CLR/SC-109.