

JOB DESCRIPTION

Reference Librarian, Library and Records

Summary of Work

Under the direction of the manager, library and records, utilizes a wide array of traditional and progressive resources to provide legislative reference services; conducts research to respond to the informational needs of legislators, Legislative Council staff, and other library users; participates in the maintenance, dissemination, and preservation of legislative information and records; and performs other duties as directed.

Essential Functions

Provides reference services and research assistance to legislators, Legislative Council staff, and other library users;

Utilizes a variety of information sources and techniques to conduct research for legislators and Legislative Council staff;

Implements Legislative Council archives and records management practices;

Maintains historical lists related to the Legislative Assembly;

Creates and maintains bibliographic records for library holdings;

Reviews library materials for currency, pertinence, and accessibility;

Distributes periodicals and subscriptions to Legislative Council staff;

Provides training in the use of library materials as well as technical assistance relating to digital legislative materials to legislators, Legislative Council staff, and other library users;

Ensures compliance with state and federal laws and professional library standards;

Participates in the biennial review, processing, and conversion of standing and conference committee minutes;

Works with committee clerks to improve the quality of minutes and public access to minutes and recordings;

Prepares legislative histories at the request of legislators, Legislative Council staff, and other library users;

Participates in the National Conference of State Legislatures-Council of State Governments State Information Network, serves on Legislative Council teams and committees, and represents the Legislative Council as needed; and

Maintains current knowledge of North Dakota legislative materials, modern research practices and information and document management techniques, and emerging library and government technologies.

Essential Skills and Abilities

Ability to respond clearly, accurately, and promptly to the informational needs of legislators and Legislative Council staff;

Ability to communicate effectively orally and in writing, to draft correspondence clearly and concisely, and to demonstrate proficiency in the English language;

Ability to conduct reference interviews, to operate standard technological systems, and to utilize state and federal resources;

Ability to maintain confidentiality, to remain objective and nonpartisan, and to demonstrate integrity in all work-related matters;

Ability to develop and to maintain strong and effective professional relationships with staff across all branches of state government;

Ability to work under pressure, to meet deadlines with a minimum of supervision, and to consistently employ effective time-management skills; and

Ability to work any necessary overtime and to travel as required.

Desirable Knowledge

Knowledge of basic and advanced library reference techniques;

Knowledge of general research methodologies and available information resources;

Knowledge of archives and records management practices; and

Knowledge of state government and the legislative process.

Other Duties

Must be available to work days, evenings, and weekends as needed during the legislative session. Will work some overtime.

Minimum Qualifications

Requires a master's degree in a related field or alternatively a bachelor's degree in related field with a minimum of three years of relevant experience.