

Library

Job Classification

Library III

Library IV

Pay Grade

4

5

Education/Experience Requirements

Bachelor's Degree

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Degree or equivalent combination of experience and education

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Common Activities

Coordinates supportive circulation desk responsibilities

Coordinates/supervises major unit of library system

Edits records on computerized systems, edits copy holdings records

Coordinates complex activities in acquisitions, ordering, archives, special collections, delivery services, etc.

Assists patrons by answering questions and aiding them in the usage of reference materials

Trains, supervises, and evaluates student employees

Performs copy cataloging and bibliographic searches and editing

Assembles and analyzes data and prepares reports on library operations

Trains students and fellow employees on specific methods and procedures

Performs advanced copy cataloging and database management tasks

May translate foreign language materials

May also assist patrons and translate foreign language material

Organizational Impact

The results of actions have only a minor impact on a department's operations. Individuals actions are limited to a single work area and do not affect the overall finances of that area.

The results of actions may have a significant impact on a department's operations. They may also affect the finances of the work area.

Problem Solving

Performs standardized tasks that are covered by systems, procedures and available supervision. Problems are easily recognized and are solved with prescribed solutions. Supervision is present to assign and review work, address exceptions, and answer questions.

Performs a variety of duties following established policies and procedures. Problems are generally solved by selecting from approved alternatives based on past practices. Supervision is available to set priorities and objectives, and to assist in problem resolution.

Supervision

May help in the orientation and training of student workers and other non-exempt employees. No direct supervision.

Interviewing, orientation, training, work assignment and review, input into performance appraisal for temporary employees, students, volunteers, and non-exempt employees.

Contact Level

Routinely answers questions and provides information and data requested by individuals within or outside of work area, as well as patrons. Questions that require interpretation or are not easily resolved are referred to supervisor.

Interacts with various levels within or outside the University, as well as patrons. This interaction may include interpreting and explaining ideas and concepts, as well as solving problems and coordinating projects.

Financial Budget

May compile data for preparation of budget/cost reporting. May have authority to order and sign for materials or supplies.

Assembles and analyzes data, and prepares reports concerning department's operations. May have authority to order and sign for materials or supplies.