CLASS SPECIFICATION TITLE: LIBRARY SPECIALIST

FLSA STATUS: Non-Exempt

CLASS SUMMARY: This is the second level in the library support series requiring knowledge or experience in a specialized area. Incumbents perform paraprofessional work and technical support such as the acquisition of print materials; receipt and maintenance of periodicals and related materials; processing and tracking of interlibrary loans; reference assistance and instruction in the use of library resources; and maintaining and compiling statistical and related reports. Incumbents participate in the development of and instruction in library procedures in assigned area.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

1. Provides customer service and assistance in a variety of library activities and programs including general reference information, explanation of procedures, and resolving problems outside normal guidelines, but within the scope of the job. May include providing instruction or training in the use of library resources.

2. Performs complex record keeping including maintaining and updating general files, accounts, overdue records, loans, claims, and general statistical records and library activities; compiles reports requiring research and querying of data, etc.

3. Orders and prepares newly received materials for cataloging; reviews materials and chooses vendors as needed.

4. Serves as lead worker over student workers, including hiring, firing, providing instruction in work methods, and assigning and reviewing work.

5. Organizes and maintains a variety of library materials including conducting inventory, weeding, shelving, reserve collections, repair, etc.

6. Performs a variety of activities in support of the library faculty, including scheduling workshops, putting together handouts, assisting students to register, and maintaining attendance records.

7. Inventories and maintains a variety of office/unit supplies and equipment.

8. Performs other duties as assigned.
Training and Experience (positions in this class typically require):
Associate’s Degree and two years technical library experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class typically require):
- None Required.

Knowledge (position requirements at entry):
Knowledge of:
- Library principles, practices, and procedures;
- Customer service principles;
- Various forms of audio/visual equipment;
- Inventory maintenance principles;
- English language and grammar;
- Recordkeeping principles;
- Assigned department operations and functions;
- Various computer applications and related software.

Skills (position requirements at entry):
Skill in:
- Customer service;
- Working independently;
- Organizing and alphabetizing materials according to standard practices;
- Using a computer and related software applications;
- Operating a variety of audio/visual equipment;
- Following written and oral directions;
- Providing guidance and direction;
- Keeping records;
- Exercising judgment;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Physical Requirements:
Positions in this class typically require: pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.
NOTE:
The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:
Created: 8/8/07