Job Classification Specification

Library Associate 2

Position Summary

First level of Library Professional providing a variety of library operations and services to students, faculty, staff, and community.

TYPICAL TASKS (These examples do not include all possible tasks in this work and do not limit the assignment of related tasks in any position of this class.)

Provides access to collections, such as circulation services, interlibrary loan services and document delivery services. Provides assistants to groups and individuals on how to navigate and use library systems and resources.

Provides reference and consultation services in-person, on phone, or through email. Conducts research and interpretation to respond to requests from scholarly researchers.

Develops Library collections and manages existing collection. Evaluates and recommends materials to be kept in collection, transferred to other UM collections, or disposal.

Acquires and controls materials. Processes newly-cataloged acquisitions and archival materials/donations to Libraries by studying contents.

Conducts original and copy cataloging in all formats according to national standards.

Provides outreach services and maintains donor relations.

Participates in projects.

Assists in the researching and preparation of grant proposals.

May hire, train, and supervises technical and/or student staff.
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Operational Role

Puts into effect what is required by defined job duties and clear objectives following established procedures and protocols; can alter the order in which work is performed but usually not the expected end result which can be improved, but not qualitatively changed.

Scope of Measurable Impact

Actions tend to facilitate work outcomes that meet general reporting requirements, internal checks and balances, regulatory guidelines, or similar results that promote the welfare of students, faculty and staff and safeguard the institution by providing necessary inputs to others in the form of information or finished materials.

Independence and Decision-Making

Job holders are guided by general procedures and professional norms, with periodic checks on accuracy, quality and timeliness of outcomes.

Complexity and Problem Solving

Must find solutions to modestly technical or operational problems; once problem is identified, solutions generally can be resolved using conventional or standard procedures.

Required Qualifications

Bachelor’s degree and 2 years of related experience; or a combination of related education and work experience to equal six years.

Effective 1/2/14