Job Classification Specification

Library Associate 3

Position Summary

Second level of Library Professional providing a variety of library operations and service to students, faculty, staff, and community. Incumbent as this level is an experienced professional competent to resolve complex technical issues and serves as a senior and lead person for functional area(s).

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 library services and consultation to students, faculty, staff, and community. Guides individuals and groups on how to navigate library systems and resources.

Conducts in-depth reference consultation on a broad range of topics. Advises on research strategies and topics for dissertations, theses, and senior papers, etc.

Recommends or determines about collections based on analysis of trends, research and instructional needs.

Manages the acquisition process, including bibliographic searching, vendor assignment, determination of holdings, and choice of entry and data base record format.

Creates complete original cataloging records for all formats of collection materials to national standards.

Processes archival materials to library by studying contents. Reviews incoming gifts and makes selection decisions.

Participates in and leads the development and implementation of new library procedures and programs.

Develops and maintains relationships with donors and potential donors.

Identifies grant opportunities, develops and prepares grant proposals to external funding agencies.

May oversee daily operations of one or more library operations and services. Provides guidance and work directions to less experienced staff on a regular basis.
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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

Actions tend to be guided by schedules, due dates, and clear deliverables -- supervision only generally occurs when there are repeat problems or missed deadlines.

Complexity and Problem Solving

Issues are varied; problems tend to be technical in nature and are solvable through deep technical know-how and imaginative workarounds.

Required Qualifications

Bachelor’s degree and 5 years of related experience; or a combination of related education and work experience to equal nine years.

Effective 1/2/14