Job Classification Specification

Assistant Librarian

Classification Description (Same as existing class spec):

The assistant librarian performs professional duties, initially under guidance, which require knowledge and education in library development and management, systems for providing access to resources, organization and acquisition of collections and specialized information systems. The assistant librarian is normally expected to contribute to the advancement of librarianship through visible participation in professional activities, particularly those directly related to the library or unit in which s/he holds the appointment, such as publication, work in professional organizations, and/or other appropriate activities. Continuous appointment will not be awarded to the assistant librarian, but only at the next promotional level (associate librarian). Promotion depends upon successful progress in effective execution of duties and contributions to librarianship.

Responsibilities (representative listing): Responsibilities will vary according to the nature of the specific position assigned and according to the department's requirements. * Maintain organization and bibliographic control of collections. * Handle acquisition of resources. * Develop access to resources. * Develop and apply special information systems. * Carry out library management functions.

Required Qualifications

Degree and/or credentials: Masters' degree from an American Library Association accredited library school or an advanced degree with relevant experience.