Job Classification Specification

Associate Librarian

Classification Description (Same as existing class spec):

The associate librarian performs professional duties utilizing knowledge and education in library development, management, systems for providing access to resources, organization and acquisition of collections and specialized information systems, focused on one or more areas of professional activity. The associate librarian is normally expected to contribute actively to the advancement of librarianship through visible participation in professional activities, particularly those that relate directly to the achievement of the unit, department, or library objectives, and in the context of the workload and responsibilities assigned to the individual. These activities are evidenced by relevant publication, participation in professional organizations and/or other appropriate activities. For those individuals on probationary appointment, promotion to associate librarian always includes granting of continuous appointment, if the librarian demonstrates quality performance at that level of responsibility throughout the probationary period, and meets other criteria set by the appointing unit.

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.

Experience: Substantial command of area of responsibility must be demonstrated.