

Classification Specification: Library Associate

Classification Number: 18321
Effective Date: 04/14/2014

Pay Grade: 26
Current Exemption Status: Non-Exempt

Position Summary

Acts as primary resource person for ordering and receiving serials, books or other specialized subject matter within University libraries. Assists with collections, provides access to materials, processes orders for materials and maintains materials budget. Updates records in various systems to facilitate access to electronic materials. Serves as liaison with vendors. Verifies and codes invoices for payment. May supervise student employees.

Essential/Primary Duties

- Serves as resource person and provides daily reference service. Uses on-line library database for creating, updating and maintaining bibliographic records. May prepare and deliver library presentations, orientations and tours of collection.
- May recommend new materials for addition to collection. Checks in materials and maintains records in library system. Creates item records, and prints call number and routing labels. Maintains statistics. Claims non-receipt of expected items. Maintains records of missing/lost materials and coordinates searches for these materials.
- Maintains access to electronic materials. Updates coverage dates and provider information.
- Maintains order records; generates financial reports; assigns payments to appropriate codes. Verifies invoices received and codes for payment. Maintains files of all invoices paid. Loads and checks invoice from vendor. Communicates with vendors regarding subscription and/or standing orders.
- May supervise student employees, including hiring, scheduling, training, evaluating and approving time worked.

Experience and Education

Experience

- One year related experience required

Education

- High school diploma or GED required
- Must have and maintain a valid driver's license and be insurable under the University's insurance

Physical Requirements

Office or other indoor work: with minimal physical demands such as occasionally lifting/moving materials less than 25 pounds.

Working Conditions

Work is generally performed in a well lit, temperature-controlled indoor environment with occasional exposure to the outdoors and/or any number of elements.

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Essential Competencies

- Knowledge of basic mathematical skills
- Knowledge of basic reading skills
- Ability to carry out verbal and/or written instructions
- Ability to effectively communicate, verbally and written
- Detailed-oriented and highly accurate
- Ability to work in changing environment
- Ability to work effectively in a team environment
- Ability to interact effectively with students, faculty and/or staff or the public and represent BGSU appropriately
- Ability to coordinate or lead others in accomplishing work activities
- Knowledge of computer skills, such as MS Office, presentations, spreadsheets and/or database entry/query
- Ability to access and maintain document imaging systems, including scanning and filing documents
- Ability to operate computers and peripheral equipment such as printers
- Ability to draft office correspondence

Supervisory Responsibility

Full-Time

None

Part-Time

None

Providing Direction

Full-Time

None

Part-Time

None

Responsibility for Student Workers

Provides work direction and may select, hire, schedule and provide formal feedback.