

Classification Specification: Librarian 1

Classification Number: 64311
Effective Date: 09/23/2013

Pay Grade:26
Current Exemption Status: Nonexempt

Position Summary

Provides specialized library service and cataloging by using national and international standards in library database. Assigns or edits classification and cutter numbers for new or existing bibliographic records. Provides work direction to student employees.

Essential/Primary Duties

- Using current, accepted national and international standards, creates original bibliographic record for library materials in various formats for which no copy on national database exists.
- Using current, accepted national and international standards, chooses appropriate records from national database in various formats and languages and adapts cataloging copy to meet local standards and needs. Applies appropriate codes to generate item records in local database.
- Creates, revises or edits classification and cutter numbers for new or existing bibliographic records.
- Assigns subject headings as needed and as appropriate for new or existing bibliographic records.
- Provides work direction to student employees.
- Deletes holdings from local on-line catalog and national database for withdrawn materials. Ensures that materials are properly disposed of.
- Transfers materials by updating item records from local on-line catalog and ensures that materials are properly re-labeled.

Experience and Education

Experience

- One year related experience required

Education

- High school diploma or GED required

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

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 schedule and/or provide formal feedback.