

# Classification Specification: Sr. Library Associate

Classification Number: 18322                      Pay Grade:  
Effective Date: April 14, 2014                      Current Exemption Status: Nonexempt

## Position Summary

Under general supervision, responsible for supervising student employees (e.g. hiring, training, supervising and evaluating), student budget and time reporting; performs complex library activities on a regular basis. Serves as a resource person within a library unity on a specific area of expertise within the University Libraries. Implements department policy and procedures. May coordinate maintenance and logistics of collections

## Essential/Primary Duties

- Serves as resource person for specialized reference service. Prepares staff and student reference desk schedules. Responsible for daily operation of unit or department. Responsible for reserve materials, records management and special request processing. Implements all emergency and security policy and procedures and provides training to permanent staff and student employees.
- Serves as unit manager in absence of supervisor or serves as unit manager for access area of expertise, such as reserve, interlibrary loan, or materials management. May provide functional guidance to other library employees. Suggests/recommends unit goals and strategies to Department Chair. Contributes significantly to unit planning.
- Supervises student employees, including job posting, screening applicants, hiring, training, evaluating and scheduling. May monitor student employment budget allocation, including responsibility for time reporting, schedules, changes in employment status and recommending spending strategies.
- Independently completes work in library technical service, reference/public service and/or access service area,
- Serves as resource person on specific area of expertise within University Libraries. Keeps statistics and gathers information when needed.

## Experience and Education

### Experience

- Two years related experience required; previous supervisory experience or training required.

### Education

- Related college coursework required
- Must have and maintain a valid driver's license and be insurable under the University's insurance

## Physical Requirements

Moderate work: occasionally working in difficult position and/or with physical demands such as continuously lifting/moving materials from 25 to 50 pounds and occasionally lifting/moving materials greater than 50 pounds.

## Working Conditions

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

### 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 operate computers and peripheral equipment such as printers
- Ability to draft office correspondence
- Ability to effectively utilize audio/visual equipment

### 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.