Classification Specification:
Sr. Library Associate

Classification Number: 18322  Pay Grade: 27
Effective Date: September 27, 2013  Current Exemption Status: Non-Exempt

Position Summary

Essential/Primary Duties
- Serves as resource person for specialized reference service. Prepares staff and student reference desk schedules. Responsible for daily operation of department. Responsible for reserve materials and special request processing. Implements all emergency and security policy and procedures and provides training to permanent staff and student employees.


- Responsible for donations to department; receives and records/calculates donations, submits gift information to Library Dean’s office for the Foundation Office. Handles donor correspondence, forms, contracts, acknowledgements, maintenance of donor files, donor statistics and updates addresses in system.

- Using on-line library electronic system, records all patron, reference, donation, collection, cataloging statistics and compiles into spreadsheet for annual report.

- Processes manuscripts and prepares and updates finding aids.

- May handle department fines and patron record issues in coordination with access services.

- 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 for staying within budget allocations.

- Provides support and acts as liaison for instruction for students or faculty. Orders and coordinates preparation of materials. Staffs and organizes display materials for students or faculty and campus-wide outreach efforts as 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
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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

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

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Providing Direction

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Responsibility for Student Workers

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