

Classification Specification: Sr. Library Associate

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

Position Summary

Manages the public service/research area and provides specialized reference assistance. Provides user instruction. Oversees material retrieval services. Creates and maintains department policy and procedures manual and student desk journal. Coordinates maintenance and logistics of collections. Responsible for donations, donor correspondence and acknowledgments. Compiles and records all department statistics. Catalog maintenance of library materials. Creates displays. Sole responsibility for student employment, student budget and time reporting.

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.
- Coordinates maintenance of collection, including stacks maintenance. Processes new reference materials. Maintains update and withdraw of materials in library system. Updates bibliographic record of materials in system, including linking materials and barcoding. Oversees repair of materials and conservations. Coordinates space/storage/shelving consolidation and reconfiguration. May monitor filing and copyright compliance.
- 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

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.