



OHIO
UNIVERSITY

**Classification and Qualification
Standards**

Library Specialist

PROFESSIONAL ROLE

Career Series: Library	Job Code: 41218 Grade: E	Date Established: 7/01/2001 (Rev. 8/24/01)	FLSA Category: NON-EXEMPT
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JOB SUMMARY

Under administrative direction, the highest level classification in the library series is responsible for complex and multi-faceted assignments, and developing policies. This classification has broad decision making authority and independence in order to originate new concepts or approaches and/or direct their implementation. The position requires extensive knowledge of library procedures and policies, bibliographic databases and employee training and development in order to plan, organize, develop, supervise and oversee library operations of a service or functional department.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Oversees library operations of a service or functional department.
2. Coordinates and designs projects involving personnel from various areas.
3. Develops, recommends, interprets, and/or ensures implementation of internal and external policies and procedures.
4. Supervises and trains classified staff and student employees.
5. Performs complex database management operations (e.g., establishes codes; creates and maintains files; produces management reports of system; reports database malfunctions; oversees password authorizations; imports files from other systems; and oversees system related parameters).
6. Catalogs all formats at all levels, serials and monographs (e.g., copy and original cataloging, interprets vague or non-specific rules; works with materials in all major European languages, specializing in non-roman languages).
7. Resolves complex bibliographic concerns.
8. Oversees library collections.
9. Serves as assistant subject bibliographer to assist in collection building and review, evaluation of materials to be acquired and development/maintenance of web pages.
10. Communicates with library patrons, outside vendors, and various professionals in the field.
11. Performs other duties as assigned.

Worker Characteristics (knowledge, skills & abilities to perform the job duties)

Knowledge of library procedures and policies; addition, subtraction, multiplication, division, and alphabetizing; bibliographic databases; employee training and development; oral and written communication; and project management techniques*. Skill in operation of computer. Ability to oversee library operations of a service or functional department; develop, recommend and interpret policies and procedures; sort items into categories according to established methods; arrange items into numerical and alphabetic order; and answer inquires from library patrons requiring independent judgment.

(*developed after employment)

Minimum education & experience required (including training, registration & licensure)

Completion of undergraduate core program in library science or related field, or 2 yrs. experience in library science or related field, and/or library policies and procedures. 18 mos. training or 18 mos. experience in use of bibliographic databases. 6 mos. training or 6 mos. experience in employee training and development. 9 mos. training or 9 mos. experience in operation of computer.

- Or equivalent of the education and experience listed above.

This job specification describes the general nature and level of work being performed by people assigned to this classification. Employees may perform some or all of these duties. Examples listed do not preclude the performance of other duties similar in nature or in level of complexity.