



OHIO
UNIVERSITY

**Classification and Qualification
Standards**

Senior Library Associate

PROFESSIONAL ROLE

Career Series: Library	Job Code: 41215 Grade: D	Date Established: 7/01/2001 (Rev. 8/24/01)	FLSA Category: NON-EXEMPT
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JOB SUMMARY

Under general direction, this technical level classification in the library series is responsible for completing complex assignments and interpreting policies and procedures. This classification requires thorough knowledge of library procedures and policies, bibliographic databases and employee training and development in order to perform paraprofessional library duties, oversee all administrative operations of a library unit, and act as assistant to professional librarian.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Oversees, coordinates, plans, and implements all administrative operations and functions of a library unit.
2. Supervises staff and student assistants (e.g., plans and directs workflow; establishes work standards; hires, evaluates, and counsels employees).
3. Provides full reference services to library patrons in person by phone, email and/or internet.
4. Conducts reference interviews and collects and reports statistics.
5. Provides instruction, advises and trains information users in the use of library resources.
6. Performs complex database management operations and resolves problems and conflicts with bibliographic records.
7. Catalogs all formats at all levels, serials and monographs (e.g., interprets vague or non-specific rules, works with materials in all major European languages, specializing in non-roman languages.)
8. Oversees library collections.
9. Oversees and/or obtains materials for patrons through interlibrary borrowing.
10. Serves as assistant subject bibliographer.
11. Assists in maintenance, trouble-shooting, servicing and instructing patrons in use of library equipment (e.g., photocopier; printer; microform reader/printer).
12. Consults staff in other departments to create and/or revise procedures and policies.
13. Uses automated systems to analyze and interpret data.
14. Authorizes exceptions to library polices and procedures, and expenditures of unit operating funds.
15. Solves problems affecting operations of unit and advises, counsels and resolves patrons complaints.
16. 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 library statistics*. Skill in operation of computer and printer; photocopier*; and microform reader/printer*. Ability to oversee, plan and implement library operations; 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)

18 mos. training or 18 mos. experience in library science or related field, and/or library policies and procedures. 9 mos. training or 9 mos. experience in use of bibliographic databases. 3 mos. training or 3 mos. experience in employee training and development. 6 mos. training or 6 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.