

**Ohio University – Compensation 2014**  
**Job Family: Library Services/Museum | Career Track: Individual Contributor**

Develops and implements library and museum services and programs that best serve the University community. Collaborates with academic colleagues, students, and outside scholars to ensure that library and museum collections are easily accessible and support academic research and instruction. Monitors library policies to ensure compliance with federal, state, and local laws as well as University policy. Utilizes expertise in library- and museum-related issues as well as knowledge of current issues and trends within the library/museum community to support/contribute to the libraries/museum's short- and long-range strategic plans. LEVEL PROGRESSION ASSUMES INCLUSION OF RESPONSIBILITIES AT LOWER LEVELS.

	Individual Contributor I	Individual Contributor II	Individual Contributor III	Individual Contributor IV	Individual Contributor V
<b>Accountabilities</b>	None specified.	<p><b>PEOPLE</b></p> <p>Engages and maintains relationships with faculty and students to enhance and align collections in all formats, design and deliver instruction and research services, and develop and deliver information tools and web services.</p> <p>Assists faculty, staff, students, and community members in identifying and using information resources in all formats.</p> <p>Delivers instruction via a variety of modes to students and/or faculty on information resources and gathering strategies.</p> <p>Consults and advises faculty and administrators on information-related topics such as metadata management, digital media, copyright, scholarly communications, data and records management, etc.</p> <p>Consults and collaborates with colleagues inside and outside of unit to ensure service and resource needs are being met.</p> <p>Performs professional level work in specialized area.</p> <p>Oversees student workers assigned to unit/department.</p> <p><b>OPERATIONS</b></p> <p>Interprets faculty, staff, and community member requests for information and recommends appropriate resources based on subject expertise and library experience.</p> <p>Summarizes data and investigates best practices to make recommendations on service and resource improvements.</p> <p>Develops and delivers instructional materials.</p> <p>Uses a well-developed knowledge of one or more library or museum areas to advise patrons on the identification and use of information resources.</p> <p>Develops resource materials and guides that help patrons locate and use information resources.</p> <p>Selects appropriate resources for purchase.</p> <p><b>BUDGET</b></p> <p>Monitors expenditures against budget.</p>	<p><b>PEOPLE</b></p> <p>Functionally supervises work of others in department including planning, assigning, and scheduling work, reviewing work and ensuring quality standards, and training staff and overseeing their productivity.</p> <p>Offers recommendations for hiring, termination, and pay adjustments of professional and classified staff, but does not have responsibility for making these decisions.</p> <p>Responds to complex inquiries from faculty, students, administrators, and alumni regarding collections and resources. Uses advanced knowledge of one or more library or museum areas to provide high level advice on appropriate resources and research techniques.</p> <p>Builds relationships with donors of special collections.</p> <p><b>OPERATIONS</b></p> <p>Develops library programs and initiatives.</p> <p>Develops scholarly exhibits featuring collections.</p> <p>Applies a deep subject matter expertise to recommend changes in the collections and to assist academic colleagues in research.</p> <p>Creates complex bibliographic information and descriptive metadata.</p> <p>Sets priorities and manages projects in line with department/unit goals; responds to and resolves complex problems.</p> <p>Identifies needs/concerns of others, determines potential solutions, and resolves or redirects appropriately.</p> <p>Persuades and gains cooperation and acceptance of ideas or collaborates on significant projects.</p>	<p><b>PEOPLE</b></p> <p>Consults with key stakeholders across the University to ensure that the library is positioned to meet the University's short-term and long-term needs.</p> <p>Consults with professional experts outside the University to deliver and promote best practices.</p> <p>Oversees the activities of a team tasked with operationalizing a library or museum program.</p> <p>Serves as an expert in an area of specialization for the University.</p> <p><b>OPERATIONS</b></p> <p>Provides leadership and technical expertise to library and museum areas.</p> <p>Responds to and resolves highly complex problems.</p> <p>Recommends changes to library and museum policies based on technical advancements and best practices in the library and museum fields.</p> <p>Oversees the implementation of library policy.</p> <p>Recommends systems and system updates based on technical expertise.</p> <p>Creates highly technical, highly complex bibliographic information and descriptive metadata.</p> <p>Recommends changes and updates to University policy.</p> <p><b>BUDGET</b></p> <p>Makes recommendations to management on budget development.</p>	None specified.

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<b>Requirements</b>		<p>Knowledge and expertise in concepts, principles, and practices of library and/or museum management typically obtained by a Master's degree in library/information science from an ALA accredited program or in museum studies, with 0 to 2 years of professional library experience. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure will apply at the position level.</p>	<p>Advanced knowledge and expertise in concepts, principles, and practices of library and/or museum management typically obtained by a Master's degree in library/information science from an ALA accredited program or in museum studies, with 1 to 3 years of professional library experience. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure will apply at the position level.</p>	<p>Seasoned knowledge and expertise in concepts, principles, and practices of library and/or museum management typically obtained by a Master's degree in library/information science from an ALA accredited program or in museum studies, with 4 or more years of professional library experience. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure will apply at the position level.</p>	