Research Librarian - Bibliographer

**Definition of Class**
This is a supervisory position in which the incumbent has the responsibility of researching, compiling, and editing bibliographies either for internal use or for publication and performs a variety of writing and editing duties. Incumbent has the authority to exercise discretion and judgment in a wide variety of areas.

**Examples of Work Performed**
Researches information for faculty and provides information analysis as requested.

Serves as editorial assistant to proofread and correct publications and other writing.

Compiles information and co-edits publications.

Conducts research projects as assigned.

Directs the work of graduate assistants.

Writes grant proposals for projects pending publication.

Corresponds with contributors to bibliographic projects and coordinates their work.

Writes letters of recommendation for graduate assistants related to further graduate school or employment.

Performs similar or related duties as assigned or required.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Researches information for faculty, staff, or for publication use.
2. Writes and edits bibliographies and publication materials.
3. Writes grant proposal for pending projects.
4. Directs the work of graduate students.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing.
identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 10 pounds.
- **Vision:** Requirements of this job include close vision.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit; and use hands to finger, handle or feel objects, tools or controls. The incumbent is occasionally required to stand.

**Experience/Educational Requirements:**

- **Education:**  
  Master's Degree from an accredited four-year college or university in Library Science.

  AND

- **Experience:**  
  Two (2) years of experience related to the above described duties.

- **Substitution Statement:**  
  Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**

Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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