**Definition of Class**
Incumbent is responsible for overseeing and conducting the preparation and maintenance of required records for one or more areas of the library including ordering, circulating, cataloging, and controlling the distribution of library materials.

**Examples of Work Performed**
Performs advanced clerical functions related to the acquisition, cataloging, filing, circulation, and maintenance of various materials.

Prepares, files, and maintains required records.

Issues, displays, renew, and receive library materials at Circulation Desk as required. Adds and removes patrons from library automation system; generates and sends overdue notices; resolves routine problems with the circulation system; and receives initial inquiries from patrons and directs to the appropriate personnel.

Maintains financial records on the status of library materials.

Assists patrons in the use of library materials and facilities; advises patrons of policies/regulations.

Ensures the library materials placed on reserve are documented properly. Adds and removes items from reserve and sends notices to faculty members regarding status of reserved items.

Assists higher-rated employees in the preparation of bibliographies and book lists and data as needed.

Makes work assignments and supervises designated employees. Verifies time cards and payroll records.

Operates standard office machines including typewriter, personal computer, duplicating equipment, and adding machine.

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. Updates and maintains library materials.

2. Assists patrons by answering inquiries or directing to appropriate personnel.

3. Performs advanced clerical functions related to the acquisition, cataloging, filing, circulation, and maintenance of various materials.

4. Supervises designated employees.
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 25 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 stand; walk; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is occasionally required to sit; climb or balance; and stoop, kneel, crouch or bend.

Experience/Educational Requirements:

Education:
Graduation from a standard four-year high school or equivalent (GED).

AND

Experience:
One (1) year of experience related to the above described duties.

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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The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/DEA employer. The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.