JOB DESCRIPTION

Library Specialist

Definition of Class
The incumbent in this position performs advanced level duties associated with overseeing a functional area within the library. The incumbent assists faculty, visiting scholars, students and others with extensive research queries. Incumbent is also responsible for processing and classifying collections. Reports to a librarian or senior staff manager.

Examples of Work Performed
Assists and instructs patrons in the use of library materials, equipment, and facilities. Is highly proficient in using a variety of print and online tools to answer information requests, including the online catalog, library databases, and the Internet. Interprets complex citations.

Conducts tours and presentations on topics related to archival collections.

Interprets library policies and governmental regulations concerning collections and circulation to the public.

Processes archival collections, creating inventories and guides under the guidance of a librarian or library manager determines the subject classification of the materials.

Preserves and works on the determination of preservation needs for materials in the collections. Prepares detailed preservation reports on the status of collections for manager.

Cleans, repairs, re-houses, and documents arrivals of new materials and collections. Monitors accession databases, collection records, shelf lists, and location system updates.

Performs complex bibliographic searches using appropriate electronic and print tools to support reference activities. Uses skills to research values, holdings, and related topics dealing with rare and special books. Prepares related reports for manager.

Hires, trains, schedules, supervises, and evaluates student workers, including providing disciplinary action when needed. Assists in training lower level staff. Performs some departmental payroll functions.

Prepares statistical reports documenting library use, items processed, accomplishments, goals, and personnel changes.

Prepares exhibits and accompanying text under the guidance of a library manager or librarian.

Has fiscal responsibility for accounting functions. Monitors budget(s) and serves as a key contact for outside vendors.

Creates and edits bibliographic records in the local database under the guidance of a librarian or library manager. Checks copy cataloging done by lower level staff.

Supervises stack maintenance operations such as shelving, shifting, and identifying items for repair/preservation. Maintains inventories of furniture, equipment, and supplies.

Works with staff in other departments to assist in developing/revising operational procedures and policies.

May be assigned responsibility for operation of a library unit in the absence of a library manager.

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. Effectively perform complex bibliographic searches using print tools and various online systems such as library databases, OCLC, the integrated library system (III), etc.

2. Effectively enter/compile data and produce written documents and reports for various purposes.

3. Maintain accurate and detailed records.

4. Provide customer service and work effectively in a team environment.

5. Processes various collections, creating inventories and guides under the guidance of a librarian or library manager determines the subject of classification of the materials.

**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 sit. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

- **Education:** Bachelor’s Degree from a college or university in Humanities or related field.

- **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 to an agency 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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