

The University of Akron
Classification Specification

Job Title:	Department Library Associate Sr-WC	Job Code:	43713
Job Function:	Staff	Grade:	116
Job Family:	Classified	FLSA:	Non-Exempt
SOC Description:	3000 Information Technology Division	Date:	5/14

Job Summary:

Assist and instruct patrons in the use of the library systems and information-seeking skills; interpret and apply library policies, standards and procedures. Provide support in a variety of areas including circulation, cataloging, and reference.

Essential Functions:

40%-50% Supervise the daily operations of specific areas in the library.

5%-25% Interview, hire and train student assistants while providing direction and support when necessary.

25%-40% Manage library materials using established library procedures and systems including UA Libraries Catalog, OhioLINK and OCLC.

15%-25% Provide guidance to library users while identifying, investigating, and solving problems.

Education:

Requires a relevant Associate Degree.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 2 years experience in library policies and procedures. Knowledge of library systems such as online catalogs, research databases and national library catalogs such as OCLC required. Customer service and basic computer skills to input and retrieve data required.

Leadership:

Responsible for directing and monitoring the work of student and/or temporary workers.

Physical Requirements:

Light physical effort required involving stooping and bending; individual has limited discretion about walking, standing, etc.; occasionally lifting of lightweight objects (up to 25 lbs.).

Working Conditions:

Standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions and/or minor heating/cooling or ventilation problems. Near continuous use (>70% of the time) of a video display terminal.

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.