

The University of Akron
Classification Specification

Job Title:	Library Specialist	Job Code:	43714
Job Function:	Staff	Grade:	117
Job Family:	Classified	FLSA:	Non-Exempt
SOC Description:	3000 Information Technology Division	Date:	1/12;1/05

Job Summary:

Provide general support in the main Access area of the library by assisting and instructing library patrons in the use of the library systems and information seeking skills and specialized support for specific library services function. Recommend, interpret and apply library policies, standards and procedures. Resolve questions and issues through independent thought and action.

Essential Functions:

20-40% Perform daily general/routine main Access duties that includes assisting library patrons, security and building management, financial hold resolution and following opening and closing procedures. Initiate, design and collaborate on various library related projects. Assume various Access specific responsibilities in the absence of other Main Access staff. Order supplies for staff and maintain an adequate supply according to staff usage.

60% Process library holds and requests for specific documents for internal and external constituents. Responsible for tracking requests, notifying users regarding their request and managing any financial obligations.

45% Maintain Bierce reserves collection and receive and fulfill request from instructors to place articles on either electronic reserve or as a photocopy on file in the reserve room for check out. Receive and fulfill request to place books in reserve collection. Determine which articles require copyright clearance requests. Maintain and expand functionality of reserves database. Maintain verbal and written communications with instructors as to status of reserve requests and with copyright holders when clearance request is required.

25-30% Perform Stack Management duties by creating new status reports (i.e. missing books) and conduct routing searches for items appearing on reports. Update UA Libraries online catalog using information gathered from current reports. Select and process books to send to the Library Depository and routinely monitor/inspect book stacks to verify proper maintenance.

10-40% Supervise student assistants and the daily operation of Ohio LINK circulation. Create and maintain schedule of student assistants along with interviewing, hiring and training new student assistants. Respond to and resolve daily problems and maintain verbal/written communications with 70+ Ohio schools. Run daily, monthly and yearly reports.

5-20% Supervise student assistants and the daily operation of laptop circulation. Maintain the security and physical integrity of 150+ laptop computers. Assist laptop users as needed. Maintain verbal/written communications with student assistants. Create and maintain schedule of student assistants along with interviewing, hiring and training the new student assistants.

Education:

Requires a relevant Bachelor's Degree.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 2 years experience in library policies and procedures. Ability to use library systems such as online catalogs, research databases and national library catalogs such as OCLC required. Problem solving skills and the ability to work independently and resolve issues through independent thought and action required. Strong verbal/written communication and customer service skills required. Computer software skills required to input and retrieve data along with the ability to create reports and perform internet searches. Prior supervisory skills preferred.

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:

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.

No major sources of working conditions discomfort, standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions, minor heating/cooling or ventilation problems, and/or up to 40% use of PC terminal.

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