

MASTER SPECIFICATION

JOB INFORMATION

Date:	10/17/2017 12:53:47 PM
Official Title:	Staff Librarian Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 5
Scheduled Hours	
Job Code:	323619
Job Family:	Library

JOB SUMMARY

The Staff Librarian provides expert leadership to ensure libraries and related services excel in the provision of support for teaching, learning, and research at an institution.

NATURE OF WORK

This position functions as the first of two levels of Staff Librarian. The Staff Librarian, which may be accorded faculty or faculty-equivalent status at many institutions, is responsible for providing professional library services to patrons of the institution's libraries in a variety of technical areas or capacities, including cataloging, reference desk, inter-library loan, acquisitions, archives, technical services and support, and depository management services. Additional responsibilities include supervising and directing the work of lower-level Library Clerks, Technical Assistant I and II, and Library Associates. Job responsibilities contribute to ensuring the effectiveness of operations or services having significant impact within the institution or the systems and involve application of policies and practices to complex and important matters. Work activities are carried out independently, under general direction, working from established policies and objectives. Problems faced in this position are highly varied, complex, and often non-recurring, which require novel and creative approaches to resolution. Decisions have significant, broad implications for the management and operations of a division/entire institution as well as contribute to decisions on the overall strategy and direction of the entire institution.

Distinguishing Characteristics

Examples of Duties

Essential Functions

Maintains, enhances, and improves the Library's integrated learning environment, and the engagement of students, faculty and staff in that environment.

Ensures equitable access to information resources, services, facilities and systems, in physical or virtual environments.

Supervises all assigned staff, including planning, assigning and approving work; rewards/disciplines; responds to grievances; hires/fires (or effectively recommend); prepares and signs performance evaluations/reviews of employees.

Assures adequate library and research resources are available to meet faculty and student needs, within assigned budget. Plans for collection growth and technological change.

Researches, concludes, and manages all required and/or beneficial license, copyright, and consortia agreements.

Performs other job related duties as assigned.

Performs other functions as required or assigned. Also complies with all Policies and Standards.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

<i>Education Level</i>	<i>Field of Study</i>	<i>Req</i>	<i>Pref</i>	<i>And/Or</i>
Master's degree	Library Science	X		

Additional Experience

[Check here if experience may substitute for some of the above education and describe how.](#)

X

Work Experience

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>
1 year +	Related work experience	X	

