Title: Senior Library Associate Specialist

Pay Scale Group: 13

Essential Function

Under general direction, serve as an expert in a specialized area. Perform high complex library functions, including selection of materials, bibliographic searching, original cataloging, and instruction in library research methods. This is a paraprofessional position which focuses more on an area of expertise rather than management.

Characteristic Duties

• Serve as an expert and perform highly complex library functions.

• Create Website utilizing basic computer languages (html) and software packages.

• Perform original cataloging. Classify and index library materials using the schedules and indices of the appropriate system.

• Verify, correct, and establish uniform title (field).

• Verify, correct, and establish authority work from New Heading and similar reports.

• Consult with Librarian to identify new programs. Assist in the planning and implementation of those programs and/or activities.

• Consult with Librarian to establish training needs and assist with the development of a formal training program.

• Conduct library instruction sessions and develop instructional materials.

• Serve as lead trainer. Set goals and objectives for the training sessions, and ensure that those goals are met.

• Instruct and assist patrons in formulation of a library research strategy.

• Select materials for inclusion in the permanent collection.

• Evaluate gifts; consult with bibliographers, and select appropriate gift material.

• Functional and/or administrative supervision may be exercised over 1-5 non-exempt support staff* and 1-5 student assistants.

• Perform related duties based on departmental need.
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- Perform bibliographic searches using all bibliographic tools to determine identity, value and need of a particular item.
- Conduct data workflow and/or statistical analysis and recommend appropriate action based on analysis.
- Assist in the management of a technical or public service area. Participate in formulation and implementation of new operating policies and procedures. Coordinate staffing for the unit. Use statistics and work projection to determine appropriate staffing needs.

Minimum Qualifications

- Bachelor’s degree or an equivalent combination of education and experience is necessary. At least five years library work experience in a computer-based environment and knowledge of bibliographic principles is necessary. Ability to enter and retrieve data from a computer. Some positions may require at least one year supervisory experience. Some positions may require knowledge of one or more foreign languages.
- In order to perform the essential duties, some positions may require the ability to stoop and bend, lift materials weighing up to 30 lbs., ability to move loaded book trucks weighing up to 100 lbs.
- Per 1199 agreement, department may outline expanded minimum qualification based on the unique duties of each position.

*Responsibilities at this level preclude membership in the 1199 bargaining unit

Last updated: May 1998