

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: LIBRARY SPECIALIST

Reports To: Designated Supervisor

UW Job Code: 3890

UW Job Family: 54 – Library Office Technicians

SOC Code: 25-4031

FLSA: Non-exempt

Pay Grade: 18

Date: 4-1-95 (revised 11-1-01; 7-1-02; 2-11-03; 4-24-03; 7-1-04; 3-1-08; 7-1-08)

JOB PURPOSE:

Provide expertise relating to specialized library services; utilize initiative, judgment and specialized subject knowledge under limited supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide cataloging, name authority control, and holdings information for serials, books, scores, recordings, maps, digital and electronic materials.
- Provide independent reference service to faculty, students and staff requiring specialized knowledge and skills.
- Maintain effective access to the bibliographic database; provide computer bibliographic research training and specialized computer reports as directed.
- Provide basic library instruction; provide maintenance to and instruction on existing computer systems.
- Coordinate operations of specialized designated project work.
- Interpret policies and procedures for library patrons and staff following library protocol.

SUPPLEMENTAL FUNCTIONS:

- May monitor budget or make recommendations regarding budget.
- Assist with supervision of staff as directed.
- Assist with recommendations related to development and changes of policy and procedures in the provision of services to library patrons.
- Keep abreast of changes in practice and procedures.

COMPETENCIES:

- Analysis/Problem Identification
- Consistency
- Judgment
- Quality Orientation
- Service Orientation
- Technical/Professional Knowledge
- Work Standards

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree**

Experience: **1-year work-related experience**

Required licensure, certification, registration or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Library of Congress Subject Headings, classification schemes, Anglo American Cataloging Rules, 2nd ed., rev. and the USMARC formats.
- Technical library computer and cataloging system(s).
- Database search practices, techniques, and methods.
- Foreign languages.
- Project supervision methods.
- Training methods.

Skills and Abilities to:

- Interface and download information through basic, routine and advanced database searches.
- Work independently and use judgment to make decisions.
- Interpret library policies and procedures following library protocol.
- Provide quality customer service.
- Use time management skills in managing project work effectively.
- Supervise project work and provide library instruction including computer system instruction.
- Effectively communicate including communicating technical information to non-technical people.
- Interpret and analyze information and solve problems.
- May interpret foreign languages.
- Move up to 20 pounds one-third of the time.
- Work as a team member and foster a cooperative work environment.

WORKING CONDITIONS:

Library and office environments; occasional work in confined or high traffic areas; regularly exposed to video terminal displays; occasionally subject to dust, vapors, and fumes.

DISTINGUISHING FEATURES:

Library Assistant: Functions under direct to general supervision; emphasis is on performance of basic clerical and library support duties including unpacking incoming and preparing outgoing library materials, sorting, labeling, distributing, tagging (due date and security tape), and shelving library materials as directed, performing data entry on information into automated systems, answering telephone, responding to basic inquiries or referring calls, cataloging Library of Congress monograph records including editing existing records as directed, maintaining library stacks including organizing shifting of materials, and may open/close library evenings or weekends as directed.

Library Assistant, Senior: Functions under general supervision; can perform duties of Library Assistant and additionally performs basic and routine cataloging and editing by applying rules and standards, performs bibliographic searches, trains and functionally supervises support staff, examines, troubleshoots and corrects materials in assigned projects, and provides reference service to patrons.

Library Specialist: Functions under limited supervision, performing duties of the lower levels within this series and additionally has the expertise to provide cataloging and perform the more difficult bibliographical searches, assists with supervision as directed, coordinates operations of assigned project work, interpret policies and procedures for patrons and staff, and assists with recommendations for policy or procedural changes.

Supervisor, Library Services: Functions under very limited supervision, manages and supervises the administrative and personnel functions within an assigned unit, establishes and revises policies and procedures, plans and develops the unit budget, monitors expenditures, maintains manuals, records and statistics, and prepares unit reports.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.