



Position: Library Services Specialist	Position Number:
Department/Site: Library	FLSA: Non-Exempt – (Classified CSEA)
Reports to: Director, dean, or other administrator in assigned area	Salary Range: 31

BASIC FUNCTION:

Under general direction, perform specialized professional, technical and administrative work in support of library programs and services; coordinate the operation of the cataloging department with technical services staff; provide and facilitate organization and access to the Library’s information resources through creation and revision of bibliographic records and collaboration in the management of the Library’s computerized on-line database; provide guidance and direction in various library operations and functions, including circulation and media services; train and provide work direction to assigned staff.

REPRESENTATIVE DUTIES:

- x Catalog and classify library materials in a variety of formats, including special collections and archival materials; ensure accuracy of bibliographic, holding, and item records in the library’s database.
- x In collaboration with the technical services librarian, plan, coordinate, and review the operation of the Cataloging Department; set goals, objectives, and priorities; establish and implement policies and procedures; organize, assign, direct and review the work of the Cataloging Staff; train and provide work direction to students, classified and certificated employees in various phases of cataloging and classification and related technical services procedures.
- x Collaborate with other library staff and take a lead role in performing on-line database management functions, including editing, revision and resolving problems that assure the integrity of MARC records, authority records and links; maintain high standards, quality control and accuracy of information related to the library’s holdings.
- x Train and provide work direction to assigned staff; monitor staffing for consistent library services; schedule backup staffing in public and reference services as needed; participate as a committee member in the recruitment, selection, training and cross-training of library personnel.
- x Collaborate with other library staff in Service Area Outcomes development and assessment and program review for the library; compile and analyze data and assist with preparation of reports for related library services and programs.
- x Provide reference and information services both in person and by telephone in the absence of a librarian and as needed; respond to and answer inquiries using print and electronic reference sources; assist students, faculty and staff in the use of the library

