

LIBRARY SPECIALIST

Function of Job:

Under administrative direction of designated supervisor, to perform complex and sophisticated library work, including supervision and management, in such specialized areas as archives, documents, collection development, cataloging, searching, reference, circulation, acquisition, periodicals or serials, conservation, or computer operations, requiring the application of special skills and knowledge, originally and independent judgment.

Characteristic Duties and Responsibilities:

1. Supervise the activities of library student workers, operating and/or professional staff, including hiring, planning, assigning, training, evaluating, and reviewing work assignments; may make recommendations on salaries, promotion, and terminations.
2. Recommend, implement, and interpret operational policies, procedures, and systems.
3. Supervise the maintenance of an assigned library collection or electronic media and equipment, including selection, evaluation, appraisal, and purchase of library materials.
4. Assist patrons in locating information and utilizing the resources and services of the library; interpret and communicate library policies and procedures.
5. Perform complex library duties requiring originality, independent judgment and the application of advanced knowledge and skills.
6. Assist staff and/or professional/faculty librarians in completion of complex assignments to which special knowledge or skill is applicable.
7. Discuss, consult and advise faculty and staff members in the selection and acquisition of materials.
8. Provide complex reference and resource services as required in subject area or area of specialty.
9. Manage budget for area as assigned.
10. Provide instruction in subject area or area of specialty and act as resource in area of specialization for the library.
11. Participate in the activities of professional organizations related to subject or specialty, and/or conduct independent research
12. Prepare memoranda, narrative and statistical reports; maintain necessary files and statistical data; represent department in correspondence and communications with other institutions, organizations, donors, etc.
13. Research information requiring the use of advanced library and computer skills for retrieval of data.
14. Maintain awareness of educational curricula, latest library techniques, legal requirements and professional procedures.
15. Perform other related duties as assigned including back-up for all staff activities.

Minimum Acceptable Qualifications:

1. Master's degree in appropriate subject field and two years of library work experience with demonstrated success or Bachelor's degree and four years of library and/or related work experience.
2. Advanced computer skills and working knowledge of information retrieval systems.
3. Excellent communications skills, both oral and written.
4. Supervisory and administrative ability.

Additional Desirable Qualifications:

1. Additional library work experience.
2. Working knowledge of one or more foreign languages.
3. Specialized training/education.
4. Work experience in college/university library.

9/14/98
System Approval

9/14/98
Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

Original approved 10/1/75 as "Associate Librarian" and revised 4/9/79 as "Library Specialist II" , 5/15/87 and 12/27/97.