Human Resource Services

Annual Salary Range: $36,158 - $53,173 Status: Exempt Position No:

Assistant Library Manager, Night and Weekend

PURPOSE OF THE JOB

This description may not include all of the duties, knowledge, skills or abilities associated with this position.

Administers evening and weekend services for faculty, staff and students as well as community and cultural services in Page Library;

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

(What duties are required for the position to exist? Estimate the percentage of time spent in each.)

55% Reference and Research Services.

15% Supervise Student Workers.

10% Monitor student use of the Library its resources and materials.

10% Create and implement programming for the Library.

5% Work at the Circulation Desk.

5% Grant research and writing.

OTHER DUTIES AND RESPONSIBILITIES

(Responsibilities/important duties performed occasionally or in addition to the essential duties of the position.)

Attend professional meetings and conferences;
Work with students on basic research and writing skills;
Develop relationships with students, faculty and staff from other departments;
Work with other departments to facilitate change and development on campus;
Learn the duties of other librarians to be able to fill in when needed;

SUPERVISORY RESPONSIBILITIES

(Provide the number and type of employees supervised, level of authority to hire and make recommendations to fire.)

Supervise one or two student workers during evening and weekend hours;

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

(Indicate which are required, preferred, or desirable. Include licenses and certifications.)

Experience with online research and database, required;
Experience working in an academic environment, required;
Grant writing experience, desired;
Knowledge of OCLC, desired;
Understanding of cataloging procedures and practices (AACR2), desired;
Understanding of contracts and service agreements with database and other electronic resource vendors, desired;

EDUCATION AND EXPERIENCE

(Indicate which are required, preferred, or desired.)

Bachelor's Degree in English Literature, required;
Master's Degree in Library Science, required;

FISCAL RESPONSIBILITY

(Budgeting responsibilities, approval privileges on purchase orders and check requests, reporting and auditing functions).

Not applicable.

EXTENT OF PUBLIC CONTACT

(Within and outside the University)

Extensive face to face contact with students, faculty and staff;
Substantial contact via telephone and email;
Considerable amount of contact with certain faculty and staff members outside the library when researching new developments on campus;

PHYSICAL DEMANDS

(Walking, lifting, equipment, operation, etc.)

1. Ability to sit at a workstation for extended periods
2. Occasional ability to lift, carry, and put away parcels weighing up to 25 pounds
3. Normal physical mobility, which includes movement from place to place on the job taking distance and speed into account
4. Normal physical agility, which includes ability to maneuver body while in place
5. Normal physical strength to handle routine office materials and tools
6. Normal dexterity of hands and fingers; Normal endurance
7. Normal coordination, including eye-hand, hand-foot

WORKING CONDITIONS AND ENVIRONMENT

(Necessary traveling, unusual work hours, unusual environmental conditions, etc.)

Normal 40 hours work week (8 am – 5 pm during regular class sessions; 7:30 am – 6 pm during summer work hours).

The work environment involves everyday risks or discomforts which requires normal safety precautions typical of such places as offices, meeting and training rooms.

Overtime work may be required on occasions, dependent on workload and work objectives.

Travel on occasion may be required as it relates to position's responsibilities;

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The functions, qualifications, knowledge/skills, and physical requirements listed in this job description represent the essential duties of the job, which the incumbent must be able to perform either with or without reasonable accommodation. The Job Functions listed do not necessarily include all activities that the individual may perform and, should not be considered an all-inclusive listing of the job requirements.