



## Job Classification Description

### **LIBRARY SPECIALIST/LTA III VSCSF BARGAINING UNIT**

**Grade 9  
Non-Exempt**

#### **BASIC FUNCTION**

To oversee, coordinate and carry out a full range of paraprofessional/technical support tasks related to one or more primary library functions.

#### **CHARACTERISTIC DUTIES & RESPONSIBILITIES**

- Oversee and perform acquisitions of library books and materials. Communicate with vendors concerning availability, status of orders and the like.
- Maintain and process information related to the library functions using the VSC integrated library software system and the statewide library network, including various microcomputer and optical disk systems from OCLC, a national bibliographic utility.
- Maintain and develop government documents, collection in cooperation with the regional and Federal depositories.
- Oversee and perform interlibrary loan activities according to the VSC library system procedures.
- Oversee and perform serials or periodicals processing, in the automated library system; maintaining the collection and assisting users in locating and using periodicals and microforms.
- Provide a wide range of basic reference services to patrons, referring unusual problems or requests to senior librarians.
- Assist with cataloging library materials; perform or modify cataloging and input information in computer files.
- Oversee or assist with circulation desk operations.
- Supervise student assistants, including: assisting with interviewing, hiring, training and assigning work.
- Carry out a variety of special projects.
- Assist in inventories of library collections, and perform similar technical support tasks associated with library operations.

#### **SUPERVISION RECEIVED**

- Minimal supervision is received from a senior staff librarian or the Library Director.

### **MINIMUM QUALIFICATIONS**

Bachelors degree plus two to four years of relevant experience, or a combination of education and experience from which comparable knowledge and skills are acquired. Excellent overall understanding of college library organization and systems, with a broad base of technical knowledge and skills related to the area(s) of specialization of the position. Relevant training/experience in use of computerized library information systems desirable and possibly required.

- Ability to deal effectively with library patrons.
- Strong reading, writing, math, and analytical/problem-solving skills.
- Good basic administrative, organizational and supervisory skills.

**This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.**