

UNIVERSITY OF MAINE SYSTEM CLASSIFICATION SPECIFICATIONS

LIBRARY SPECIALIST

CAREER LEVEL	DBM RATING	FLSA STATUS
CL1	B21	Non-Exempt
CL2	B22	
CL3	B23	

NATURE OF WORK	<p>This classification is responsible for performing a variety of paraprofessional library duties in the areas of circulation, interlibrary loan, reserves, serials, cataloging, information services, shelving, patron assistance, bindery, acquisitions, digitization, and preservation. Incumbents are responsible for the application of established standards, policies, and procedures, and may provide input to the development of new and/or revised standards. Incumbents communicate with a wide variety of individuals including students, faculty, researchers, vendors, staff in other libraries, and the general public.</p> <p>Depending on the size of the campus, incumbents may possess a high level of specialized skill in a limited number of library areas, or a moderate amount of skill in multiple areas.</p> <ul style="list-style-type: none"> • Career Level 1 essential duties require a basic knowledge of general library standards, procedures, techniques, systems, computer programs, financial software, working manuals, and reference sources. Incumbents must apply a basic knowledge of the principles of library operations and relevant policies, procedures, and operations. • Career Level 2 essential duties require a broad knowledge of one or more functional areas of an assigned library, and a general knowledge and understanding of the principles of library operations. May require knowledge of specialized subject areas, software, project management, and/or supervision. • Career Level 3 essential duties require a specialized knowledge in one or more related areas, or a strong working knowledge of all major library areas. Incumbents must be familiar with operational areas outside the library as it relates to standard operations and have a thorough understanding of major library operations. Knowledge of specialized program areas, resources, and programs is expected. Comprehensive knowledge of multiple, a complex library application in a networked environment to record and retrieve information is necessary for incumbents with more technical job assignments.
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TYPICAL CLASS RESPONSIBILITIES	
(These responsibilities are a representative sample of essential class duties; position assignments may vary.)	
1.	Opens and closes library ensuring safe and reliable access, and provides service to users; provides general information on library services; instructs users on library systems and equipment; assists users in accessing systems; answers inquiries regarding basic policies such as loan periods, fines, recalls, claims, holds, shelving and borrowing.
2.	Assists users at information desks and electronically with searching the catalog, databases, and other print and non-print resources. Refers users to more specialized assistance as appropriate.

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3.	Utilizes a wide range of moderately to highly complex library software systems to retrieve and enter data, and research, locate, secure a variety of physical and electronic materials; performs routine and non-routine, complex searches.
4.	Performs book binding activities such as preparing materials, maintaining records; annotates unit shelf list and record of serial holding; processes binding transfers, withdrawals, title changes, claims, requests for back issues and missing pages.
5.	Searches databases for cataloging copy; inputs bibliographic data, original cataloging copy, and edited cataloging copy to online library systems; makes adjustments to print and online records in accordance with cataloging policies and rules; searches standard print and online sources to verify bibliographic information and availability.
6.	Prepares purchase orders online for physical and electronic library materials; verifies and corrects discrepancies, and monitors fund depletion.
7.	Checks-in, sorts and enters monographs, serials and other materials into library's automated systems and answers inquiries regarding receipt of materials; monitors the physical processing of newly acquired materials such as property stamping, security stripping, attaching call number labels, barcoding, insertion of pockets, and adding due date slips.
8.	Charges and renews books and material loans for library users using automated circulation system backup procedures as necessary; maintains online claim system for non-receipt of materials; posts, codes, and processes invoices for payment and inputs data into automated acquisition system; identifies and solves problems related to invoices.
9.	Enters data such as fines and billing information into automated system, and generates reports and notices.
10.	Assembles and compiles a variety of information and data for reports, studies and other purposes following prescribed methods; examines and verifies statistical and other reports for completeness and accuracy of computations.
11.	Prioritizes and assigns work to assigned staff; monitors the performance of assigned staff; and trains staff on work methods and procedures.
12.	Digitizes a variety of legacy media formats consistent with current technological requirements; utilizes applicable Audio/Video software to ensure appropriate transfer of media.
13.	Converts physical materials into electronic formats utilizing a variety of specialized programs and equipment.
14.	Performs other duties of a similar nature and level.

LEVEL OF DECISIONS

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Makes decisions regarding how the operations of a process are carried out by selecting among established techniques and practices. Incumbents have a choice as to how and when the operations are carried out, but not as to what operations constitute the process.

Determines how and when assigned responsibilities and tasks will be performed. Incumbents typically prioritize tasks on a daily basis, and evaluate priorities between several tasks based on level of importance. Incumbents assigned to long-term projects or special assignments may exercise considerable latitude in the ordering of non-critical tasks, but can only do so within the limits outlined by project objectives.

DIRECTION RECEIVED	<ul style="list-style-type: none"> • Career Level 1 works under direct supervision, and may be assigned to work with more experienced staff; follows clearly defined operating procedures to achieve specific objectives. • Career Level 2 works under general supervision and receives general guidance on project priorities; has considerable autonomy when performing standardized work tasks. • Career Level 3 works under general supervision with general guidance on project priority; has near total autonomy when performing standardized work tasks and must utilize substantial problem solving abilities.
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DIRECTION PROVIDED	<ul style="list-style-type: none"> • Career Level 1 incumbents may assign/delegate work assignments to student workers and/or temporary employees; May troubleshoot problems and issues commensurate with relevant experience. May delegate and assign work assignments to student workers and may instruct them in work methods and procedures. • Career Level 2 incumbents may delegate/coordinate work assignments and smaller projects to student workers, temporary employees, and/or regular employees; May instruct others in work methods and procedures; May verify the work of others; May encourage teamwork and group efforts; May troubleshoot problems and issues of a more complex nature requiring significant knowledge of relevant policies, practices and rules. May delegate, coordinate and verify work assignments and projects to student workers and regular employees; may troubleshoot problems and issues of a more complex nature requiring significant knowledge of relevant policies, practices and rules. • Career Level 3 incumbents may lead/coordinate and/or delegate work assignments and projects to student workers, temporary employees, and/or regular employees; May instruct others in work methods and procedures; May verify the work of others. May delegate, coordinate and verify work assignments and projects to regular employees; May motivate individuals and encourage group efforts; May handle the most complex issues requiring substantial knowledge of institutional operations; May anticipate and plan for problems and issues.
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TYPICAL CAREER-LEVEL SPECIFIC RESPONSIBILITIES MAY INCLUDE:

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Incumbents assigned to **Career Level 1** may be responsible for:

- Collecting and disseminating a variety of written and verbal communications requiring knowledge of relevant policies, procedures and rules for assigned area; providing explanations requiring some interpretation of policy to common questions and requests.
- Provides basic assistance in locating materials and using resources at information desk.
- Sorting and shelving library materials in accordance with defined procedures; updating appropriate filing systems.
- Exercising appropriate judgment when monitoring and responding to potential security threats and related issues.
- Operating library specific software.
- Instructing patrons on the appropriate operation and use of equipment.
- Performing detailed scanning operations and assisting with the digitization of legacy media formats.
- Assisting with the digitization of legacy media formats.
- Running defined queries; making basic modifications to queries in accordance with requested information.
- Assisting patrons with the routine search and retrieval of materials; providing basic training as necessary on library systems.
- Performing standard circulation duties.
- Processing serials.
- Binding library materials.
- Receiving, providing and processing a variety of standard financial transactions including billing, cashing and/or deposits; providing adjustments for simple errors; and ensuring appropriate documentation is provided in accordance with applicable procedures, grant requirements, etc.
- Processing overdue notices and issuing refunds.
- Maintaining a basic knowledge of Copyright laws as it relates to library operations.
- Inspecting collections and assisting with general repairs, or performing standard, simple repairs.
- Processing overdue and other notifications, and interlibrary loan requests.
- Operating standard library equipment.
- Opening and closing library facilities.
- Performing clerical tasks related to communication and public outreach activities.
- Does routine cataloging of library materials by attaching item records to existing bibliographic records in the local library database.
- Performing routine bibliographical searching.
- Running defined queries

Incumbents assigned to **Career Level 2** may be responsible for:

In addition to the **CL1** level responsibilities:

- Handling verbal and written communications for a broad range of questions, issues and requests in assigned area of responsibility; preparing customized memos and related communications for non-routine issues; identifying needs of various parties to determine appropriate response.
- Provides a range of assistance with research and use of materials and resources in all formats. Responds to inquiries in person, via telephone, and the internet.
- Writing simple to moderately complex queries.
- Performing non-routine searches for library materials requiring a substantial knowledge of library

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databases and systems.

- Maintaining and updating bibliographic and circulation records, and related filing systems.
- Assisting with the development, review and implementation of library policies, procedures and guidelines.
- Performing digitization of legacy media formats requiring an advanced knowledge of multimedia applications.
- Assisting with ongoing maintenance and updating of website.
- Delivering group presentations on library services.
- Receiving, processing and inspecting new and donated materials.
- Determining vendors for materials.
- Receiving, providing and processing financial transactions for a broad range of accounts and sources; ensuring appropriate processing of routine and non-routine transactions; identifying balancing errors and providing appropriate fixes. Ensuring appropriate documentation is provided in accordance with applicable accounting procedures, grant requirements, etc.
- Updating and maintaining billing records and related accounts.
- Processes interlibrary loan requests involving substantive research and contacts to resolve issues.
- Configuring a variety of media devices such as digital cameras and recording devices to meet patron needs.
- Does moderately complex cataloging of library materials which includes editing records in national bibliographic utility databases and exporting them to the local library database.
- Performing complex, specialized bibliographic search and research involving use of specific search databases.

Incumbents assigned to **Career Level 3** may be responsible for:

In addition to the **CL2** level:

- Providing a full range of communications, both verbally and in writing, regarding non-routine questions, issues and procedures; handling the most complex and sensitive customer/student requests requiring a comprehensive understanding of relevant policies, procedures and rules; preparing individualized responses for non-routine and/or escalated issues.
- Assisting with the development of grant proposals.
- Assisting with bibliographic research when staff librarians are unavailable.
- Represent the campus at system wide library unit meetings
- Planning, overseeing and supervising a defined library program, project, system or unit (ILL, circulation, etc.)
- Developing complex queries.
- Conducting complex searches of library resources requiring an advanced knowledge of one or more major library areas.
- Receiving, providing, processing and troubleshooting financial transactions for large and complex accounts, funding sources, grants, etc; reconciling ledgers and ensuring appropriate documentation is provided in accordance with applicable accounting procedures, grant requirements, etc.
- Supporting financial activities related to the purchasing of library materials and equipment in accordance with predetermined guidelines and budgets.
- Maintaining, organizing and managing special collections.
- Updating and maintaining websites by applying a basic knowledge of relevant programming languages.

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- May, on occasion, do complex cataloging of library materials which includes creating original bibliographic records, including classification numbers, in national bibliographic databases or the local library database.

TRAINING AND EXPERIENCE

Incumbents in this class typically require an equivalent combination of education and experience sufficient to successfully perform the responsibilities of the job, such as those listed below.

- **Career Level 1:** High school diploma or equivalent (G.E.D.) *AND* one year of related library, public service, or clerical support experience.
- **Career Level 2:** High school diploma or equivalent (G.E.D.) and six months of related training.
- **Career Level 3:** High school diploma or equivalent (G.E.D.) and one year of specialized training or education *AND* five years of library support experience .

The Education, Training, and Work Experience listed above are intended to serve as a general guideline for recruiting purposes. **Additional qualifying experience may substitute for the education required of the assigned position.**

LICENSING REQUIREMENTS

Incumbents in this class may require:

- None

KNOWLEDGE REQUIREMENTS

Classification knowledge requirements:

- Customer service principles;
- Modern office procedures and equipment;
- Specialized and complex computers and related library software applications;
- Automated library systems;
- Library services, practices and procedures;
- Cataloging rules, regulations and resources;
- Research methodologies;
- Recordkeeping principles;
- Mathematical concepts;
- English language, grammar, and punctuation;
- Report preparation techniques;
- Alphabetic and numeric filing;
- Programs, practices and systems in assigned area.

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SKILL REQUIREMENTS	<p>Classification skill requirements:</p> <ul style="list-style-type: none"> • Providing exemplary customer service; • Interpreting and applying library policies and procedures; • Working independently and exercising initiative in applying rules, procedures and instructions; • Using English, grammar, punctuation, and spelling effectively; • Analyzing problems; • Effectively operating complex library applications and related systems; • Maintaining records and files; • Archival preservation principles; • Preparing specialized documents and reports; • Computer, multi-media, and audio-visual equipment setup, usage, and troubleshooting; • Organizing, prioritizing and assigning work; • Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.
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PHYSICAL REQUIREMENTS	<p>Positions in this class typically require: stooping, kneeling, crouching, reaching, walking, pushing, pulling, fingering, grasping, talking, hearing, seeing and repetitive motions.</p> <p>Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.</p>
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CLASSIFICATION HISTORY	
DATE	COMMENT
5/2/12	Final

The above classification specifications are intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department as determined by the University.