



Lead Librarian

Job Code: 6928

Salary Grade: S09

FLSA Status: Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

Provides library services following established standards.

- Provides reference services to library patrons to include answering questions, preparing and maintaining materials.
- Catalogs and classifies materials.
- Performs bibliographic searches.
- Develops guides to the library collections and research aids.
- Participates in collection development.
- Provides bibliographic instruction including computer assisted research.
- Promotes and represents library to internal and external clients.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Qualifications

Education:

Required: Bachelor's degree.

Experience:

Required: None.

Certifications or Licenses:

- None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Highly organized and ability to handle multiple projects and deadlines
- Demonstrated commitment to service excellence
- Ability to establish and sustain positive working relationships with all levels of personnel, including administrators, faculty, staff, and student employees
- Demonstrated technological proficiency and capabilities working with personal computers and software, the Web, and library-relevant applications

Working Conditions

Physical:

Ability to lift, bend, stoop, and carry. Ability to engage in repetitive motions.

Environmental:

Standard office environment. Frequent exposure to interruptions. Requires contact with other departments and university officials.

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