Librarian III (5751)

Basic Purpose/Job Function: Manages a specific library department

Examples of Titles Replaced: Librarian III

Typical Functions May Include:

1. Manages day-to-day operations to include coordinating public and technical services functions.
2. Develops and monitors departmental budget
3. Participates in development of policies, programs and services
4. Works with vendors, campus units, state agencies and other client groups
5. Coordinates collection development and grant research
6. Edits newsletters and publications
7. Responsible for selection, training and evaluation of employees.
8. Remains current about professional trends and developments
9. Develops and conducts continuing education programs for staff members as needed
10. Compiles and prepares financial, statistical and various other types of reports
11. Performs other related duties as assigned.

Risk Management: Uses established safety practices to protect the health and safety of personnel and property.

Supervision of Others: Supervises a small staff. If no direct supervision, provides oversight of managers or supervisors performing these functions.

Supervision Received: Receives limited to minimal supervision by a higher-level administrator.

Minimum Qualifications:

- **Education**: Bachelors Degree  **Type**: Library Science or other as determined by department
- **Experience**: 36 - 48 months  **Type**: Determined by department and to include supervision
- **Skills**: Demonstrated oral and written communication skills; demonstrated decision-making skills; supervisory skills; computer, mathematical and/or research skills
- **Special Requirements**: Frequent exposure to interruptions; may be required to travel; ability to lift, bend, stoop, carry and carry; requires contact with other departments and university officials
- **Licenses**: Determined by the nature of the position and/or department.
- **Certifications**: Determined by the nature of the position and/or department.

Minimum requirements may be met by an equivalent combination of education and experience, unless otherwise designated in writing by the department.

Departments are responsible for site-specific job descriptions.