

The University of Akron
Classification Specification

Job Title:	Library Associate	Job Code:	80600
Job Function:	Staff	Grade:	115
Job Family:	Bargaining Unit	FLSA:	Non-Exempt
SOC Description:	3000 Information Technology Division	Date:	2/5/14

Job Summary:

Assist and instructs patrons in the use of the University's library systems. Provide support in a variety of areas including acquisitions, circulation, serials, and local databases.

Essential Functions:

40%-60% Supervise the daily operations of a specific area in the library and process library materials using established procedures.

5%-25% Interview, hire, and train student assistants while providing direction and support when necessary.

15%-25% Manage library materials and inputs data using established library procedures and systems including OhioLINK, UA Libraries Catalog and OCLC.

5%-25% Provide guidance to patrons while identifying, investigating and solving problems.

5%-25% Provide clerical support by creating reports and composing correspondence, under guidance from a supervisor.

Education:

Requires a relevant Associate Degree.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 1 year of experience in library policies and procedures. Strong customer service and computers skills required. Supervisory experience preferred. Knowledge of Library catalog system including OhioLINK, UA Libraries Catalog and OCLC preferred.

Leadership:

Responsible for directing and monitoring the work of student and/or temporary workers.

Physical Requirements:

Light physical effort required involving stooping and bending; individual has limited discretion about walking, standing, etc.; occasionally lifting of lightweight objects (up to 25 lbs.).

Working Conditions:

Standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions and/or minor heating/cooling or ventilation problems. Near continuous use (>70% of the time) of a video display terminal.

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.