The University of Akron **Classification Specification**

Job Title:Library Associate SrJob Code: 80602Job Function:StaffGrade: 116

Job Family: Bargaining Unit FLSA: Non-Exempt

SOC Description: 3000 Information Technology Division **Date:** 2/5/14

Job Summary:

Assist and instruct patrons in the use of the library systems and information-seeking skills; interprets and apply library policies, standards and procedures. Provide support in a variety of areas including circulation, cataloging, and reference.

Essential Functions:

40%-50% Supervise the daily operations of specific areas in the library.

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

25%-40% Manage library materials using established library procedures and systems including UA Libraries Catalog, OhioLINK and OCLC.

15%-25% Provide guidance to library users while identifying, investigating, and solving problems.

Education:

Requires a relevant Associate Degree.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 2 years experience in library policies and procedures. Knowledge of library systems such as online catalogs, research databases and national library catalogs such as OCLC required. Customer service and basic computer skills to input and retrieve data required.

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.