



Job Specification

Job Title: Library Associate II
BCAT Code: 401X AE
Pay Grade: G11

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Exempt

General Description

Performs advanced level duties associated with overseeing a functional area within the library and/or functions as Assistant Department Head.

Examples of Duties

- Provides professional level assistance to the Librarian or Department Head.
- Performs special projects as assigned by Librarian or Department Head.
- Serves as primary contact for outside vendors; ensures processing of all invoices.
- Monitors vendor performance, policies and discounts and recommends vendor changes.
- Supervises and ensures integrity or maintenance of departmental and university records, including establishing, updating, and investigating records.
- Maintains proper operations of library computer system, contacting the computer center with any problems or needed changes, and updating computer passwords as needed.
- Catalogs books and other media including videotapes, audiotapes and compact discs; catalogs computer files, interactive videos and CD-ROM products.
- Analyzes subject content of materials/books to determine appropriate classification.
- Creates catalog records for books and GSU these following the Anglo-American Cataloguing rules, the OCLC Bibliographic Formats and local procedures.
- Assigns classification numbers using the Library of Congress Classification System.
- Assigns subject headings using the Library of Congress Subject Headings.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Considerable knowledge of Anglo-American Cataloguing rules.
- Considerable knowledge of OCLC bibliographic utility.
- Considerable knowledge of the Library of Congress Classification System and Subject headings.
- Considerable knowledge of MARC formats for bibliographic data.
- Considerable knowledge of the acquisition of library materials and of serials and subscription maintenance.
- Knowledge of GSU policies and procedures, and GSU Library policies and procedures.
- Knowledge of the GSU library computer system.
- Effective communication and time management skills.
- Analytical and problem solving skills.

Minimum GSU Hiring Standards

Bachelor's degree and five years progressively responsible library experience, including three years in the assigned functional area; or a combination of education and experience. Supervisory experience may be required for some positions.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.