



Job Specification

Job Title: Library Reference Specialist
BCAT Code: 401X AJ
Pay Grade: G12

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

General Description

Provides serves to library users at the Reference Desk.

Examples of Duties

- Provides reference assistance to library patrons in person and over the telephone.
- Provides assistance with and instruction for library systems such as OLLIE and WESTLAW.
- Maintains government documents collection including selection and processing of materials.
- Writes and edits research guides.
- Maintains exhibit cases.
- Prepares and revises bibliographies and library handouts.
- Conducts classes in library use.
- Monitors the interlibrary loan program.
- Supervises student assistants and other employees working at the Reference Desk.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of reference desk services.
- Knowledge of library policies and procedures.
- Knowledge of on-line cataloging systems.
- Effective oral and written communication skills.
- Effective organizational skills.
- Effective time management skills.

Minimum GSU Hiring Standards

Master's degree in Library Science from an accredited ALA accredited institution; or a combination of education and experience.

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.