



**Job Specification**

**Job Title: Library Subject Specialist**  
**BCAT Code: 401X AL**  
**Pay Grade: G12**

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

---

**General Description**

Maintains and updates library collection in business and education.

**Examples of Duties**

- Selects library materials for purchase.
- Acts as a liaison with faculty and students in the assigned areas.
- Assists with departmental functions, including office management, automation activities, deselection, collection assessment, and processing of gifts.
- Manages budget accounts.
- Coordinates and consults with faculty and support staff in reference, cataloging, acquisitions, special collections, and the library administration.
- Performs other related duties as needed.

**Knowledge, Skills and Abilities**

- Knowledge of Library Administration and collection development.
- Knowledge of bibliographic tools and the acquisition of library materials.
- Knowledge of computer applications related to area of assignment.
- Skill and ability to communicate effectively.

**Minimum GSU Hiring Standards**

Master's degree in Library Science from an ALA accredited institution and one year of library experience and one-year experience or academic coursework in the appropriate subject area.

*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.*