



**Job Specification**

**Job Title: Manager, Library Services**  
**BCAT Code: 401X AN**  
**Pay Grade: G17**

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

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**General Description**

Manages and oversees various multi-units of the University Library. These units include Circulation, Collection Management, Media, Reserves, Universal Borrowing, and Interlibrary Loan.

**Examples of Duties**

- Manages the integrated circulation system, and library's shelving space and collections placement.
- Develops relevant user guides, web pages, and all related patron/faculty correspondence.
- Participates in the planning and development of library-wide policies and programs.
- Accesses the diversified needs of the library's clients.
- Sets standards and priority for staffing expectations.
- Makes recommendations for re-allocation of regular personal services to support changing needs of the department.
- Monitors departmental budget

**Knowledge, Skills and Abilities**

- Knowledge of library circulation processes in an automated environment.
- Knowledge of bibliographic tools and the acquisition of library materials.
- Knowledge of the Library of Congress Classification System and Subject headings.
- Knowledge of Anglo-American Cataloguing rules.
- Ability to communicate effectively verbally and in writing.
- Ability to work under pressure and handle stressful situations.
- Ability to supervise and direct the work of others.

**Minimum GSU Hiring Standards**

Bachelor's degree in a related field and two years of supervisory/managerial experience; or a bachelor's degree and four years of progressive responsible experience in library public services; 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.*