Job Title: Library Reference Specialist

BCAT Code: 09IX19  Effective Date: April 1, 2007
Pay Grade: G12  FLSA Status: Exempt  Effective Date: July 1, 2013

General Description
Supports the Library patrons at the Reference Desk.

Examples of Duties
- Provides reference assistance in person and over the telephone to Library patrons.
- Assists with instructions for library systems, such as On-Line Learning for Information Extraction (OLLIE) and the Westlaw database.
- Maintains the government document collection; selects and processes the 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 the 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 American Library Association (ALA) accredited institution; or a combination of education and related 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.