Georgia State University

Job Specification

Job Title: Library Specialist I

BCAT Code: 09JX56
Pay Grade: G09
FLSA Status: Non-Exempt

Effective Date: July 1, 2012
Revision Date: July 1, 2013

General Description
Performs intermediate to complex level specialized Library work in the assigned unit or department within the University Library.

Examples of Duties
- Assists in generating and maintaining electronic reports for computerized information retrieval.
- Maintains the unit or departmental statistics; runs and creates queries.
- Oversees the collection, preparation and processing of Library materials for binding or collection, organizing data for projects for the department head.
- Traces lost items or searches for items in Galileo Interconnected Libraries (GIL).
- Ensures the accurate holding, order, or gifts processing.
- Assist in interpreting, developing, and implementing general Library policies, procedures and practices.
- Responds to routine problems and inquiries from the University community regarding Library policies and practices or researches and resolves vendor or publisher problems.
- Maintains the list of purchased items, Voyager records, requests for purchases, non-print materials and equipment.
- Creates and edits bibliographic records in all formats.
- Evaluates the physical condition of materials in all formats.
- Processes journal format conversions, journal cancellations, new books, new editions, or continuations.
- Assists patrons in the use of the Library and Library materials.
- Provides reference services for a specialized area.
- Verifies the access to paid online subscriptions.
- Utilizes specialized knowledge of a subject, language or discipline to perform job duties.
- Performs other duties as assigned.

Knowledge, Skills and Abilities
- Considerable knowledge of Anglo-American Cataloguing rules, Online Computer Library Center (OCLC) bibliographic utility, Library of Congress Classification System and Subject headings, Machine Readable Cataloging (MARC) formats for bibliographic data, and the acquisition of library materials and of serials and subscription maintenance.
- Excellent communication and analytical skills.
- Ability to interpret library policies and procedures.

Minimum GSU Hiring Standards
Bachelor’s degree and two years of progressively specialized library experience in an assigned functional area; 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.