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

Examples of Duties
- Coordinates orders, the record maintenance, check-ins and claims of all serial publications.
- Identifies, analyzes, and resolves access or technical problems.
- Oversees the check-in of Library materials or reconciles incoming materials with invoices.
- Interprets complex Library policies, procedures and practices to patrons or clients.
- Monitors available funds, cancellations and conversions of current periodicals, the vendor accounts status, or account balances.
- Manages collection maintenance activities.
- Participates in the planning, procedure development and implementation, policy or decision making processes for the assigned unit or department.
- Manages the processing of firm order shipments or the generating of purchase orders.
- Conducts hourly walk-throughs of the Library buildings, and monitors the patron behavior.
- Serves as point of contact for all building issues and reports suspicious activities to the campus police.
- Provides day-to-day notice of changes in pricing, purchase options, purchase arrangements, and status of subscriptions to the appropriate parties.
- Responds to complex problems and inquiries from the University community.
- Searches for library user requests not readily found in the standard sources.
- Supervises and evaluates lower level Library staff and/or student assistants or training students.
- Reports computer, printer and other hardware issues to the Library Help Desk.
- Generates computer reports.
- 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 research, communication and analytical skills.
- Ability to interpret and enforce library policies and procedures.

Minimum GSU Hiring Standards
Bachelor’s degree and four years of progressively specialized library experience, including two years in the 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.