Job Title: Library Subject Specialist

BCAT Code: 09IX20  Effective Date: April 1, 2007
Pay Grade: G12  FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Maintains and updates the Library collection in Business and Education.

Examples of Duties
- Selects the Library materials for purchase.
- Acts as a liaison with faculty and students in the assigned areas.
- Assists with departmental functions, such as 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 American Library Association (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.