Georgia State University

Job Specification

Job Title: Manager, Library Services

BCAT Code: 09IX21 Effective Date: April 1, 2007
Pay Grade: G15 FLSA Status: Exempt Revision Date: July 1, 2013

General Description
Manages and oversees multiple units of the University Library, such as Circulation, Collection Management, Media, Reserves, Universal Borrowing, and Interlibrary Loan.

Examples of Duties
- Manages the integrated circulation system, the library shelving space, and collections placement.
- Develops relevant user guides, web pages, and handles all related patron and faculty correspondence.
- Participates in the planning and development of library wide policies and programs.
- Addresses the diversified needs of library clients.
- Sets standards and priorities for staffing expectations.
- Makes recommendations for the re-allocation of regular personal services to support the changing needs of the department.
- Monitors the 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 in public library services; 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.

Office of Human Resources
Classification Section