THE UNIVERSITY of MISSISSIPPI
UNIVERSITY OF MISSISSIPPI LIBRARIES

Library Specialist I

Job Class: 145068
Non-Exempt

Definition of Class

This position performs advanced level duties associated with overseeing a functional area within a library department or unit. The incumbent assists and instructs patrons and library staff with general and extensive queries, applies fundamental knowledge of multiple standards, policies, and procedures, and maintains accurate and detailed records.

Examples of Work

- Provides access to a diverse user community by managing catalog records for physical and electronic resources.
- Performs daily behind-the-scenes work. Does not have public service point responsibilities.
- Unpacks, checks in, and processes new materials from Government Publishing Office (GPO).
- Downloads and edits bibliographic records individually and in batches.
- Physically checks library shelves for holdings and replaces items that have been updated.
- Catalogs and processes older materials including maps, microfiche, and legacy media.
- Processes gifts designated for the Library's Centers of Excellence, a comprehensive collection of documents from the IRS, the Small Business Administration, and the Commission on Civil Rights.
- Cross-trains with members of Metadata and Digital Initiatives.
- Updates and manages detailed and complex records in database(s).
- Creates consistent data for complex and/or original records using a template.
- Processes collections according to established standards.
- Provides input on policies, procedures, and issues.
- Modifies existing discovery points such as call numbers/SuDOC numbers as needed.
- Performs similar or related duties as assigned or required.

Essential Functions

These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring department.

1. Assists and instructs patrons and library staff with general and extensive queries under general supervision.
2. Applies fundamental knowledge of multiple standards, policies, and procedures.
3. Performs advanced level duties under general supervision.

Minimum Education/Experience

Education:

Bachelor's Degree from an accredited college or university.

AND

Experience:
Two (2) years of experience related to the above described duties.

Substitution Statement: Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

Competencies

Adapting to Change
Working Safely
Acquiring Information
Accepting Responsibility
Accepting Direction
Pursuing Self-Development

Salary/Wage Information

To learn more about the pay structure and view our salary ranges, visit the Compensation page of our Human Resources website. Hourly rate or salary may vary depending on qualifications, experience, and departmental budget. Note: Unclassified positions (faculty, executives, researchers, and coaches) do not have established salary ranges.

EEO Statement

The University of Mississippi provides equal opportunity in any employment practice, education program, or education activity to all qualified persons. The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, pregnancy, sexual orientation, gender identity or expression, religion, citizenship, national origin, age, disability, veteran status, or genetic information.

Background Check Statement

The University of Mississippi is committed to providing a safe campus community. UM conducts background investigations for applicants being considered for employment. Background investigations include a criminal history record check, and when appropriate, a financial (credit) report or driving history check