AUBURN
Human Resources

# Coord I, Learning Resources Center Services

Job Description

## JOB INFORMATION

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|---|---|
| Job Code | LA01A |
| Job Description Title | Coord I, Learning Resources Center Services |
| Pay Grade | LM07 |
| Range Minimum | $42,580 |
| 33rd % | $49,680 |
| Range Midpoint | $53,220 |
| 67th % | $56,770 |
| Range Maximum | $63,870 |
| Exemption Status | Exempt |
| Approved Date: | 3/3/2021 12:20:56 PM |
| Legacy Date Last Edited | 1/3/2012 |

## JOB FAMILY AND FUNCTION

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|---|---|
| Job Family: | Libraries, Archives & Museums |
| Job Function: | Librarian |

## JOB SUMMARY

Coordinates operations of library services for Learning Resources Center.

## RESPONSIBILITIES

- Serves as reference librarian and resource person for students and faculty using the Learning Resources Center collections.
- Supervises the classifying, processing and cataloging of all materials acquired for the Learning Resources Center collections and collects, records and deposits fees.
- Monitors overdue items.
- Consults with faculty, staff and students in matters pertaining to the operation of the Learning Resources Center library.
- Coordinates scheduling of computer classrooms.
- Assigns library personnel to specific tasks and trains them in proper operational procedures.
- Participates in Learning Resources Center policy review and decisions.
- Evaluates and selects materials needed to meet the curricular and individual needs of patrons using the Learning Resources Center.
- Analyzes data in order to compile, prepare, and distribute information related to the Learning Resource Center services and use.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

## SUPERVISORY RESPONSIBILITIES

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| Supervisory Responsibility | May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees. |

## MINIMUM QUALIFICATIONS

**To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.**

## MINIMUM EDUCATION & EXPERIENCE

| Education Level | Focus of Education | | Years of Experience | Focus of Experience | |
|---|---|---|---|---|---|
| Bachelor's Degree | Degree in Library Science, Higher Education or related field | and | 0 years of | Experience in cataloging, library databases, and computer experience | |

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|---|---|
| Substitutions Allowed for Experience | Yes |
| *Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.* | |

## MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/ Desired | |
|---|---|---|---|---|
| None Required. | | | | |

## PHYSICAL DEMANDS & WORKING CONDITIONS

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|---|---|
| Physical Demands Category: | Other |

## PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|---|---|---|---|---|---|---|
| Standing | | | X | | | |
| Walking | | | X | | | |
| Sitting | | | X | | | |
| Lifting | X | | | | | |
| Climbing | | X | | | | |
| Stooping/ Kneeling/ Crouching | | | X | | | |
| Reaching | | | X | | | |
| Talking | | | | | X | |
| Hearing | | | | | X | |
| Repetitive Motions | | | | X | | |
| Eye/Hand/Foot Coordination | | | | X | | |

## WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|---|---|---|---|---|---|
| Extreme cold | | | X | | |
| Extreme heat | | | X | | |
| Humidity | | | X | | |
| Wet | | | X | | |
| Noise | | | X | | |
| Hazards | | | X | | |
| Temperature Change | | | X | | |
| Atmospheric Conditions | | | X | | |
| Vibration | | | X | | |

| **Vision Requirements:** |
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| Ability to see information in print and/or electronically. |