
Auburn University Job Description

Job Title:	Spec, Library Technical	Level I	Grade LM05 \$33,400 - \$46,800
Job Code:	LB02	Level II	Grade LM07 \$37,900 - \$56,900
FLSA status:	Non-exempt		

Job Summary

Performs a variety of technical and specialized paraprofessional library responsibilities involved in the investigation, organization and dissemination of library materials and resources, and responds to reference and search questions involving discriminatory judgment.

Essential Functions

1. Handles complex responsibilities related to creation of cataloging records, provision of services to the public, and other library operations.
2. Assists patrons in researching and obtaining information from library or archival collections and instructs patrons in the use of library systems.
3. Gathers, interprets and analyzes complex data (ex., library computer records) and relevant information from different sources, and may prepare written documentation of issues/procedures.
4. May make or coordinate presentations to patrons regarding library resources.
5. May represent the department on committees and task forces.

Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Under limited supervision performs a variety of assignments and duties.	Knowledge of processes, standards, and procedures associated with a range of library procedure and problems.	High school diploma or equivalent plus 4 years of relevant experience.
II	Under limited supervision performs a broad variety of assignments and duties defined by objectives of that unit.	Detailed knowledge of library processes, standards and procedures.	High school diploma or equivalent plus 6 years of relevant experience. Experience must include at least 2 years at the preceding level or equivalent.

* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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Minimum Required Education and Experience

Level I High school diploma or equivalent plus 4 years of relevant experience.

Level II High school diploma or equivalent plus 6 years of relevant experience. Experience must include at least 2 years at the preceding level or equivalent.

Focus of Education

High School Diploma or equivalent

Focus of Experience

Experience managing and processing complex data or materials in an office setting, and familiarity with computer applications.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions 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 Required Knowledge

See Job Family Levels

Certification or Licensure Requirements:

None Required.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Work schedules, volume of work, or priorities seldom change; able to anticipate new work; minimum distractions or interruptions; seldom involves conflicting demands on time.

Job frequently requires standing, walking, reaching, climbing or balancing, hearing, handling objects with hands, .

Job occasionally requires sitting, stooping/kneeling/crouching/crawling, talking, and lifting up to 50 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 8/23/2018
