This position description is used as a basis for determining the position classification and is maintained as an official record of the duties assigned to this position. This description is intended to be an accurate reflection of the assigned work, however, it is understood that duties may be removed, modified or assigned, and may not be included on this description.

**\*\*PLEASE NOTE**: Position descriptions for recruitments and/or hires must be submitted and approved in PageUp. Use this template for non-recruitment related transactions only. (E.g. make a change to a current employee’s position description, reclassifications, etc.)\*\*

**DEPARTMENT:**       **POSITION:**  NEW  EXISTING

**POSITION CLASSIFICATION: Library Services Specialist, PSL II CSU WORKING TITLE:**

**EMPLOYEE NAME:**       **FLSA:** Non-exempt

**SUPERVISOR NAME AND CLASSIFICATION:**      ;      

**A. JOB SUMMARY/BASIC FUNCTION** (For recruitments and/or hires, this section will be completed in PageUp only)

**B.** **LEAD RESPONSIBILITIES (**For recruitments and/or hires, this section will be completed in PageUp only)

|  |  |
| --- | --- |
| **CLASSIFICATION OF POSITION(S):** | **NUMBER OF EMPLOYEES:** |
|  |  |

**C.** **PHYSICAL AND MENTAL REQUIREMENTS** (For recruitments and/or hires, this section will be completed in PageUp only)

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



**D.** **ENVIRONMENTAL REQUIREMENTS** (For recruitments and/or hires, this section will be completed in PageUp only)



**E. MINIMUM QUALIFICATIONS** (For recruitments and/or hires, copy this section into the correlating PageUp field)

* **Education:** High school diploma or equivalent.
* **Experience:** Three years of progressively responsible related library and/or clerical experience or an equivalent combination of experience and education. A bachelor’s degree in job related field may be substituted for one year of experience.

**F. REQUIRED QUALIFICATIONS** (For recruitments and/or hires, copy this section into the correlating PageUp field)

* General knowledge of library policies and procedures and more specific knowledge of policies and procedures and work methods pertaining to the assigned functional area and work unit.
* Ability to interpret library unit’s policies and procedures and apply them accurately in performing work functions, as well as the ability to evaluate procedures and recommend changes.
* Full proficiency in all technical aspects of work assignments including a thorough knowledge of functional area policies and procedures and applicable work methods.
* Working knowledge of library terms and bibliographic formats and structures, including the ability to conduct a simple bibliographic search.
* General knowledge of library collection organization and classification scheme and ability to interpret bibliographic records.
* Working knowledge of the institution’s and library’s policies and practices associated with ethical use of and access to library and on-line resources.
* Basic knowledge of national standards and guidelines pertaining to libraries, including working knowledge of institution’s standards pertaining to copyright and intellectual property protection and the ability to source and apply such policies and standards to avoid potential violations.
* Knowledge of basic library research methodology and the ability to use it.
* Full proficiency in the use of automated library system(s) and subsystem(s) pertaining to functional area.
* Ability to access various on-line resources and databases used within the library and to use their standard features to perform technical work and/or assist patrons.
* Ability to fully utilize standard and non-standard features of various on-line resources and standard desktop software packages, such as work processing and spreadsheets, to perform technical work or assist patrons.
* Demonstrated problem solving and research skills to address standard and non-standard work problems.
* General knowledge of library accounting and budget procedures, including the ability to perform arithmetic operations to track and monitor vendor accounts and budgets.
* Demonstrated ability to compile and present information in an organized manner.
* Effective communication skills, including the ability to work with the public and assist patrons with basic inquiries and direct them appropriately in locating and using library materials and inform them of applicable library policies and procedures. Effective communication and interpretive skills to be able to assist in resolving patron problems and complaints, assess patron information needs, and orient and guide patrons in use of library resources.
* Ability to effectively provide lead work direction and training to student workers and an understanding of employment and payroll procedures related to student workers.
* A background check (which may include: checks of employment records, education records, criminal records, civil records, motor vehicle records, professional licenses, and sex offender registries, as position requires) must be completed satisfactorily before any candidate can be offered a position with the CSU.

**G. PREFERRED QUALIFICATIONS** (For recruitments and/or hires, this section will be completed in PageUp only)



**H. SENSITIVE POSITION CRITERIA** (For recruitments and/or hires, this section will be completed in PageUp only)

(Please check ALL boxes that apply to the position)

This position will be responsible for the care, safety and security of people (including direct contact with children and minors), animals and CSU property.

This position will have authority to commit financial resources of the university through contracts greater than $10,000.

This position will have access to, or control over, cash, checks, credit cards, and/or credit card account information.

This position will have responsibility or access/possession of building master or sub-master keys for building access.

This position will have access to controlled or hazardous substances.

This position will have access to and responsibility for detailed personally identifiable Level 1 information about students, faculty, staff, or alumni that is protected, personal, or sensitive. (For examples of Level 1, 2, and 3 Data, please see [CSU Policy 8065](http://www.calstate.edu/icsuam/sections/8000/8065_FINAL_DRAFT_Data_Classification_CW_V4.pdf).)

This position will have control over campus business processes, either through functional roles or system security access.

This position will have responsibilities that require the employee to possess a license, degree, or credential or other certification in order to meet minimum job qualifications and/or to qualify for continued employment.

This position will have responsibility for driving or operating vehicles, machinery or equipment that could pose environmental hazards or cause injury, illness, or death.

None of the above is applicable to the position.

*The incumbent is considered a Limited mandated reporter under the California Child Abuse and Neglect Reporting Act, updated July 2017, Penal Code Section 11165.7(a)[41] and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.*

|  |  |
| --- | --- |
| **I. JOB DUTIES** (For recruitments and/or hires, this section will be completed in PageUp only) | **Percentage of Time (%)** |
|  |  |
|  |  |
|  |  |
|  |  |
|  | **100% TOTAL** |

**J. SIGNATURES** (*Signature indicates that this is an accurate description of assigned duties.*)

(For recruitments/hires, this section will be completed in PageUp only)

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Employee Name Employee SignatureDate

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Supervisor Name Supervisor SignatureDate

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Dept Head/Next Level MPP Name Dept Head/Next Level MPP Signature Date