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LIBRARY/MUSEUM JOB FAMILY – LIBRARY/MUSEUM SPECIALIST

JOB FAMILY CONCEPT: The Library/Museum job family provides customer service and is responsible for the planning, development, and administration of library/museum services and programs in order to promote and support student success, research, instruction, and public outreach. This family performs cataloging; acquisition, management, maintenance, and preservation of library/museum collections; accessibility of resources; development and application of special information systems; development of educational/outreach programs; dissemination of collections to scholars, students, and the public.

LIBRARY/MUSEUM SPECIALIST

The Library/Museum Specialist role performs complex library/museum work in specialized areas such as archives, documents, collection development, cataloging and metadata, searching, reference circulation, acquisitions, and periodicals requiring the application of special skills, knowledge, and independent judgment. This role provides specialized support and instruction for the educational and research needs of students, faculty, staff, and the community by maintaining bibliographical data. The Library/Museum Specialist role requires specialized knowledge of library/museum operations and applicable information systems such as Online Computer Library Center and other related technology.

The **Library/Museum Specialist** is distinguished from the **Library/Museum Associate** role by its use of broad knowledge and experience that is required to perform and demonstrate a level of expertise in one or more areas of the library/museum and the complexity of work. The **Library/Museum Specialist** role typically requires professional preparation and the application of library/museum theory.

LIBRARY/MUSEUM SPECIALIST 1

Typical Functions

- Performs professional work requiring knowledge of one or more specializations.
- Recommends, implements, and interprets policies, procedures, standards, and systems.
- Supervises the maintenance of an assigned collection or electronic media and equipment, including selection, evaluation, appraisal, classification and acquisition of library or museum materials.
- Assists staff and/or professional/faculty librarians in completion of complex assignments to which special knowledge or skill is applicable.
- Consults and advises faculty and staff members in the selection and acquisition of materials.
- Provides reference and resource services as required in subject area or area of specialty for patrons.
- Provides instruction/research support in area of specialty.
- Develops and delivers courses related to library/museum resources and research techniques.
- May provide work direction or mentoring to students involved in projects (small exhibits/collection work).

Complexity and Decision Making Authority

Typically works independently or as a member of a team under general supervision, resolving routine-to-complex issues independently and referring more complex issues to higher level management.

Knowledge, Skills, and Abilities

Working knowledge of specialized area and terminology. Working knowledge of research methods and tools such as on-line databases, web-based resources and other reference sources. Project management skills. Excellent customer service skills. Ability to communicate effectively with a diverse constituency.

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Education/Experience

Bachelor's degree in related field and one year of experience in relevant field or equivalent combination of relevant education, training, and experience.

LIBRARY/MUSEUM SPECIALIST 2

Typical Functions

- Performs professional work requiring broad knowledge of several functional areas.
- Interprets and enforces policies, procedures, standards and systems;
- Oversees assigned collections or electronic media and equipment, including selection and care of library or museum materials;
- Performs more complex assignments requiring special knowledge or skills in applicable area(s) of cataloging/records, and data manipulation;
- Consults and advises faculty and staff members in the selection and acquisition of materials;
- Assists with identifying content for exhibitions;
- Provides complex reference and resource services as required in subject area or area of specialty.
- Provides instruction/research support in area of specialty.
- Develops and delivers courses related to a specialty area.
- Uses data analytics related to usage and uses statistical data for recommendations.
- May serve as supervisor for staff and students providing oversight of daily operations.
- May approve interlibrary loans.
- May perform research and make recommendations on acquisition of collections or specimens;

Complexity and Decision Making Authority

Work under general supervision, resolving routine-to-complex issues independently and referring unprecedented issues to supervisor. Serves as expert in assigned area.

Knowledge, Skills, and Abilities

Broad knowledge in more than one related functional area or advanced knowledge of specialty area. Advanced knowledge of research methods and tools such as on-line databases, web-based resources and other reference sources.

Education/Experience

Master's degree in related field and professional level experience in area of specialty or an equivalent combination of relevant education, training, and experience.

LIBRARY/MUSEUM SPECIALIST 3

Typical Functions

- Performs advanced professional work requiring an expert knowledge of one or more specializations.
- Develops, recommends, implements, interprets, and enforces policies, procedures, standards and systems.
- Develops and oversees specialized collections, including selection, evaluation, appraisal, and acquisition of library or museum materials.
- Performs more complex assignments to which advanced knowledge or skill is applicable in areas of cataloging records and data manipulation.
- Consults and advises faculty and staff members in the selection and acquisition of materials.

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- Creates the design for exhibitions.
- Provides complex reference and resource services to all levels of patrons as required in subject area or area of specialty.
- Develops and delivers specialized training classes for groups and individuals.
- Typically serves as a supervisor for staff positions.
- May develop proposals to seek external funding.

Complexity and Decision Making Authority

Work under general supervision, resolving routine-to-complex issues independently and referring unprecedented issues to an upper-level manager. Serves as expert in assigned area.

Knowledge, Skills, and Abilities

Broad knowledge in more than one related functional area or expert knowledge of specialty area. Expert knowledge of research methods and tools such as on-line databases, web-based resources and other reference sources.

Education/Experience

Master's degree in related field and progressive professional level experience or an equivalent combination of relevant education, training, and experience. PhD in relevant field preferred.