
Auburn University Job Description

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| Job Title: | Coord, Learn Resc Ctr Svcs | Level I | Grade 29 \$25,000 - \$41,700 |
| Job Code: | LA01 | Level II | Grade 30 \$28,000 - \$46,700 |
| FLSA status: | Exempt | Level III | Grade 31 \$31,300 - \$52,100 |

Job Summary

Coordinates operations of library services for Learning Resources Center.

Essential Functions

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

Supervisory Responsibility

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

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 immediate supervision, performs standard tasks using established methods, principles, concepts and procedures related to a specialized field. Judgments are made on routine matters of relatively small impact. | Knows fundamental concepts, practices and procedures of particular field of specialization. | Bachelors degree in discipline appropriate to position with no experience. |
| II | Under close supervision, performs varied duties and assignments involving some judgment. Resolves routine questions or problems, referring only complex issues to higher level. Some evaluation, originality and ingenuity required. | Knows and applies fundamental concepts, practices, and procedures of particular field of specialization, with awareness of related fields. | Bachelors degree in discipline appropriate to position plus 2 years experience. Experience must include at least 2 years at the preceding level or equivalent. |
| III | Under minimal supervision, performs complex assignments and fulfills broad responsibilities where required outcomes are defined, but methods and procedures may vary based on professional judgment or precedent. Considerable latitude for unreviewed action. Confers with supervisor on unusual matters. Coordinates the work of others on projects and may assign work to and assist less experienced professionals or support staff. May act in an advisory capacity to managers or faculty. | Possesses and applies a broad knowledge of principles, practices and procedures of a particular field of specialization to the completion of difficult assignments. Also possesses knowledge of related fields and areas of operation which affect, or are affected by, own area. | Bachelors degree in discipline appropriate to position plus 4 years 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** Bachelors degree in discipline appropriate to position with no experience.
- Level II** Bachelors degree in discipline appropriate to position plus 2 years experience. Experience must include at least 2 years at the preceding level or equivalent.
- Level III** Bachelors degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.

Focus of Education

Degree in Library Science, Higher Education or related field

Focus of Experience

Experience in cataloging, library databases, and computer experience

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

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.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, sitting, reaching, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

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

Date: 1/3/2012
