

UNIVERSITY OF SOUTHERN CALIFORNIA

Library Administrator

Job Code: 141015

Grade:	H
OT Eligible:	No
Comp Approval:	6/20/1994

JOB SUMMARY:

Administers the operation of a technical library or resource center for a school, department, or auxiliary facility. Provides specialized technical services to faculty, students, and staff. Participates in administrative duties related to planning, scheduling, policy implementation, acquisition, needs assessment, research, and maintenance. Gives guidance and direction to student workers.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

_____	_____	Provides library staff support and specialized technical services. May include record circulation, bindery operations, library computer operation, acquisition of materials, collection maintenance, information retrieval, reference services, cataloging of books and special collections (dissertations, bibliographies, audio and video tape collections(s), student projects), research, recording and servicing periodicals, and shelving. Monitors announcements of new technical reports or other publications and/or provides abstracts on reports and publications from major institutions and publishers for staff review and selection.
_____	_____	Serves as key resource for bibliographic and nonbibliographic information and reference services. Researches in-house collections, online bibliographic and literature databases, and contacts appropriate research agencies and institutions and/or University unit libraries to obtain special data.
_____	_____	Prepares and provides special bibliographies and lists of new acquisitions for distribution. Processes orders for books and subscriptions of periodicals including standing orders for reference books. Solicits free materials from publishers and other agencies. Inventories collections to ensure proper maintenance.
_____	_____	Administers set-up and maintenance of book and journal collections. Upgrades and replaces needed materials. Controls journal subscriptions by monitoring irregularities. Supervises journal claiming and binding.
_____	_____	Develops and implements policies and procedures related to specific functions of the library department. Ensures that library patrons comply with all applicable library policies and procedures. Interprets and enforces library policies and has authority to rule on exceptions.
_____	_____	Trains and provides instruction to student workers, as required. Schedules, assigns, and prioritizes workloads. Sets appropriate deadlines. Monitors performance on a day-to-day basis. Ensures timely completion of unit's work.
_____	_____	Maintains library accounts and designates appropriate project accounts to be charged. Processes and may authorize billing and purchasing of documents. Provides status reports, as needed.
_____	_____	Participates in development of long range plans for the physical facility. Determines most appropriate arrangement of materials for easy accessibility to faculty, students, and staff.

- _____ _____ Creates and issues a monthly newsletter containing library announcements and listing of new materials.
- _____ _____ Administers use of library system's database. Maintains online catalogs of library materials. Oversees quality control measures. Identifies and resolves inappropriate records.
- _____ _____ Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

***Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.**

EMERGENCY RESPONSE/RECOVERY:

Essential: No

Yes In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:

Bachelor's Degree

Minimum Experience:

2 Years

Minimum Field of Expertise:

Comprehensive knowledge of computers, information retrieval systems, library operations, and preservation of materials and related equipment usage. Administrative support services.

Preferred Education:

Master's Degree

Preferred Field of Expertise:

Professional library technology experience in a special library with administrative support services in directly related field.

Skills: Other:

Analysis
 Assessment/evaluation
 Communication -- written and oral skills
 Interpretation of policies/analyses/trends/etc.
 Knowledge of applicable laws/policies/principles/etc.
 Organization
 Planning
 Problem identification and resolution
 Research
 Scheduling
 Teaching/Training

Skills: Machine:

- Computer Network (University)
- Personal Computer
- Photocopier
- Word Processor

Supervises: Level:

May oversee student, temporary and/or casual workers.

SIGNATURES:

Employee: _____ **Date:** _____

Supervisor: _____ **Date:** _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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