

AgriLife Classification Description

Last Updated: 4/17/02

0032
LIBRARY SPECIALIST II
11/01/01

SUMMARY

General Description: Performs basic or standard customer service and other library work.

DUTIES

Typical: Performs basic or standard library functions under general supervision (e.g., creates, maintains and updates automated system records using standard formats and procedures; handles routine interlibrary or document delivery requests; provides general assistance and basic information to library users; assists with equipment operation; generates routine reports); may use some advanced reference and other resources to resolve problems; may assist with more difficult library functions which require little use of independent judgment; may supervise Student Workers; may perform some duties of Library Specialist I classification; performs related duties as required.

SUPERVISION

Received: Detailed initial instruction and periodic review from senior Library Specialists or Library Associates.

Given: May give detailed instruction and period review of Student Workers.

EDUCATION

Required: High school graduation or any equivalent combination of training and experience.

Preferred: None.

EXPERIENCE

Required: One year as a Library Specialist I, or two years of library experience. (Thirty or more hours of higher education credits may substitute for a year of library experience. A baccalaureate or higher degree in Library Science may substitute for four years of library experience.)

Preferred: None.

KNOWLEDGE, ABILITIES AND SKILLS

Typical: General knowledge of library services and functions. Good interpersonal skills. Ability to use standard office equipment and personal computers.