<table>
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<tr>
<th>Job Series Matrix</th>
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<tbody>
<tr>
<td><strong>Job Title:</strong> Library Specialist 1</td>
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<tr>
<td><strong>Job Code:</strong> 1731</td>
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<td><strong>Grade:</strong> C</td>
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<tr>
<td><strong>Exemption:</strong> Non-exempt</td>
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<td><strong>Effective/Revision Date:</strong> 04/01/2015</td>
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**Job Purpose**: The Library Specialist may be assigned one or more duties within one or more functional areas of a library. Performs routine tasks under close supervision.

**Core Duties**:
- Answer routine questions from patrons and staff.
- Perform occasional circulation functions, such as charges, discharges, and holds.
- Shelve and sort library materials.
- Perform routine physical processing of library materials or rehousing of archival materials.
- Perform routine data entry and verify accuracy.
- Provide basic reference assistance.
- Perform routine circulation functions, such as charges, discharges, and holds.
- Perform routine catalog maintenance, receiving, and/or copy cataloging.
- Compile basic container lists or indexes of archival materials.
- Collect and maintain library statistics; may produce reports for management.
- May be responsible for opening and closing activities.

**Job Series Summary**: Support research and teaching by providing access to information in university libraries. Perform work in one or more functional areas of librarianship: public service, including circulation and reserve, interlibrary loan or collection deployment; technical processing, including identifying, acquiring, preserving, and replacing library materials for access and use; and collection development, including selecting and processing library collections.

**Effective/Revision Date:**
- Library Specialist 1: 04/01/2015
- Library Specialist 2: 04/01/2015
- Library Specialist 3: 04/01/2015
- Library Specialist 4: 04/01/2015

**Additional jobs in this series on following pages.**

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**Job Title:** Library Specialist 1  | **Job Title:** Library Specialist 2  | **Job Title:** Library Specialist 3  | **Job Title:** Library Specialist 4  |
| **Job Purpose** | **Job Purpose** | **Job Purpose** | **Job Purpose** |

**The Library Specialist may be assigned several duties within one or more functional areas of a library. Performs tasks under general supervision, exercising some initiative. May supervise hourly employees and oversee the day-to-day operations of a branch library or library.**

**Core Duties**:
- Provide reference and research assistance.
- Monitor circulation, stack maintenance, and reserves in a small unit.
- Compile detailed finding aids to archival collections.
- Review and modify descriptive elements for materials in all formats.
- Draft reports for supervisor.
- Perform a wide range of activities throughout a variety of digitization workflows for library materials.
- Perform a full range of acquisition activities (e.g. ordering, payment, and handling complex serial records).
- Provide reference and research assistance.
- Monitor circulation, stack maintenance, and reserves in a small unit.
- Compile detailed finding aids to archival collections.
- Draft reports for supervisor.
- Perform a wide range of activities throughout a variety of digitization workflows for library materials.
- Provide high-level and in-depth reference and specialized research assistance.

**The Library Specialist performs a variety of complex duties within one or more functional areas of a library. Applies specialized knowledge and/or subject expertise under minimal supervision, exercising a high degree of initiative. May supervise employees and manage a small unit or after hours operations by overseeing daily operations and updating and maintaining facilities and equipment.**

**Core Duties**:
- Provide high-level and in-depth reference and specialized research assistance.
- Participate in the development, implementation, and interpretation of policy concerning the organization, circulation, and care of the collection.
- Perform variant edition and original cataloging of materials.
- Compile detailed finding aids to large and complex collections.
- Interact with management and colleagues within and outside the functional area.
- Coordinate and perform a wide range of activities throughout a variety of digitization workflows for library materials.
- Maintain or assist in the development of bibliographies or organized research tools, (e.g. databases or a suite of web pages, as well as written documents associated with research activities).
- Troubleshoot and resolve complex technical issues.
- Assist curators performing complex acquisition
## Minimum Education and Experience
- High school diploma or equivalent relevant experience.
- Two-year college degree plus one or more years of experience in an academic library, or a combination of education and relevant experience.
- Two-year college degree plus three or more years of experience in an academic library, or a combination of education and relevant experience.
- Bachelor’s degree plus three or more years of experience in an academic library, or a combination of education and relevant experience.

## Minimum Knowledge, Skills and Abilities Required
- Demonstrated interpersonal, clerical, and basic organizational skills.
- Ability to understand and communicate library policy.
- Ability to develop a working knowledge of library services and practices.
- Ability to use a variety of technical or business programs.
- Demonstrated interpersonal and organizational skills.
- Ability to understand and communicate library policy.
- Ability to apply judgment in choosing procedures and evaluating alternatives.
- Ability to learn library operational skills.
- Basic leadership skills.
- Knowledge of complex, information systems.
- Demonstrated leadership skills.
- Demonstrated experience using judgment and initiative to analyze and recommend new procedures.
- Specialized or advanced subject knowledge of complex information systems.
- Developed supervisory skills.
- Demonstrated experience using judgment and initiative to analyze and recommend new procedures.

## Physical Requirements
- Constantly sit, perform desk-based computer tasks.
- Frequently twist/bend/stoop/squat, grasp lightly/line manipulation, grasp forcefully, sort/file paperwork or parts, lift/carry/push/pull objects that weigh up to 10 pounds.
- Occasionally stand/walk, reach/work above shoulders, writing by hand.
- Rarely use a telephone, kneel/crawl, climb (ladders, scaffolds, or other), operate hand controls.
- Must be able to push and maneuver a fully-loaded cart weighing up to 650 pounds that requires an initial push force up to 70 pounds.
- Constantly sit, perform desk-based computer tasks.
- Frequently twist/bend/stoop/squat, grasp lightly/line manipulation, grasp forcefully, sort/file paperwork or parts, lift/carry/push/pull objects that weigh up to 10 pounds.
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- Must be able to push and maneuver a fully-loaded cart weighing up to 650 pounds that requires an initial push force up to 70 pounds.

## Working Conditions
- May work in confined spaces and at heights 4-10 feet; be exposed to dust and mold; work extended hours, evenings and weekends.
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- May work in confined spaces and at heights 4-10 feet; be exposed to dust and mold; work extended hours, evenings and weekends.

## Work Standards
- Interpersonal Skills: Demonstrates the ability to work well with Stanford colleagues and clients and with external organizations.
- Promote Culture of Safety: Demonstrates commitment to personal responsibility and value for projects.
- Interpersonal Skills: Demonstrates the ability to work well with Stanford colleagues and clients and with external organizations.
- Promote Culture of Safety: Demonstrates commitment to personal responsibility and value for
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Additional jobs in this series on following pages.
### Core Duties

- **Librarians**
  - Assist patrons and staff with reference and research inquiries by searching shelves, files and electronic resources.
  - Maintain author and subject authority files.
  - Evaluate the effectiveness of electronic and manual resource tools.
  - Develop approaches for complex searches for library research.
  - Assist in analyzing the technical and access needs for a unit of the library system.
  - Develop bibliographic and reference lists as assigned.
  - Provide information on library activities, facilities, rules and services to patrons and staff.
  - Teach classes, lead tours and/or give demonstrations of library resources.
  - May manage a unit within a library.

- **Job Purpose**
  - Assist library patrons (faculty, students, researchers and other library users) with identifying and locating sources of information. Research and answer inquiries. Develop, classify and catalog library collections and ensure organized and accurate systems are maintained.
  - Teach classes, lead tours and/or give demonstrations.
  - Provide donors with information on terms of donated materials, design of exhibit, preparation of related publications, etc.
  - Conceive and develop exhibitions, including selection of materials, design of exhibit, preparation of related publications, etc.
  - Collaborate with library faculty and staff to provide services to patrons.
  - Identify potential grant opportunities and develop proposals.
  - Assist patrons and staff with complex reference and research inquiries by searching shelves, files and electronic resources.
  - Teach classes, lead tours and/or give demonstrations of library resources.

### Librarians

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<td>Assist library patrons (faculty, students, researchers and other library users) with identifying and locating sources of information. Research and answer inquiries. Develop, classify and catalog library collections and ensure organized and accurate systems are maintained.</td>
<td>Assist library patrons (faculty, students, researchers and other library users) with identifying and locating sources of information. Provides focused services based on specialized knowledge base. Manage a unit within a library.</td>
<td>Assist library patrons (faculty, students, researchers and other library users) with identifying and locating sources of information. Responsible for an advanced bibliographic function, managing a library unit or program, or for planning and executing the integration of library programs and personnel.</td>
<td>Responsible for an expert bibliographic function, managing a library unit or program, or for planning and executing the integration of library programs and personnel.</td>
</tr>
</tbody>
</table>

### Core Duties

- Select library materials and information resources in a well-defined area, including responsibility for collection management and preservation decision-making.
- Assist patrons and staff with reference and research inquiries by searching shelves, files and electronic resources.
- Catalog books, serial and government documents.
- Make recommendations for the upgrade of electronic and manual resource tools.
- Analyze the technical and access needs for a unit of the library system, including the environmental conditions of storage and work spaces.
- Develop bibliographic and reference links.
- Evaluate and make recommendations to management on plans, operations and policies for a library unit.
- Provide donors with information on terms of donated collections.
- Teach classes, lead tours and/or give demonstrations of library resources.
- May approve and make arrangements for loaning repository items to external organizations for exhibit, including the negotiation terms of the loan.
- May manage staff or student staff.
- Select library materials and information resources in a broad or interdisciplinary area, including responsibility for collection management, preservation decision-making, donor relations and liaison with users.
- Create original authority records according to national standards.
- Make recommendations for the upgrade of electronic and manual resource tools.
- Participate in the evaluation, modification, and development of software, online databases or digital resources.
- Maintain library information systems documentation for a department.
- Formulate policies and propose plans for programs or operations of a library unit.
- Implement and ensure policies and procedures for library units are followed.
- Conceive and develop exhibitions, including selection of materials, design of exhibit, preparation of related publications, etc.
- Collaborate with library faculty and staff to provide services to patrons.
- Identify potential grant opportunities and develop proposals.
- Assist patrons and staff with complex reference and research inquiries by searching shelves, files and electronic resources.
- Teach classes, lead tours and/or give demonstrations of library resources.
- Oversee and maintain cataloging records for a department.
- Accountable for managing and performing advanced bibliographic functions.
- Carry out analytical work for significant aspects of the library's operations.
- Direct and facilitate the selection of hardware and software for the local information systems network and resources. Partner with internal and external developers in appropriate software development projects.
- Formulate, develop and administer broad library policies or major programs and collections.
- Initiate contact and discussions with potential donors and oversee acquisition process.
- Develop fund-raising strategies and events.
- Serve as liaison to University faculty.
- Work actively with primary clientele to explore and propose collaborative projects, options for new library services, and options for better integration between Stanford University Libraries and academic units.
- Supervise staff or student staff.
### Job Series Matrix

<table>
<thead>
<tr>
<th>Minimum Education and Experience Required</th>
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<tr>
<td>Advanced Degree in Library Science or a relevant academic discipline with demonstrated understanding of academic libraries or a combination of education and relevant experience.</td>
<td>Advanced Degree in Library Science or a relevant academic discipline with demonstrated understanding of academic libraries and two or more years of relevant experience in a relevant library setting or a combination of education and relevant experience.</td>
<td>Advanced Degree in Library Science or a relevant academic discipline with demonstrated understanding of academic libraries and five years of experience in a relevant library setting with evidence of capacity to work at a high level of responsibility or a combination of education and relevant experience.</td>
<td>Advanced Degree in Library Science or a relevant academic discipline and ten years of experience in a relevant library setting, demonstrating a high level of expertise and active engagement in their area of specialization at a national level or a combination of education and relevant experience.</td>
</tr>
</tbody>
</table>

### Minimum Knowledge, Skills and Abilities

- **Required**
  - Knowledge of relevant aspects of library operations including understanding of contemporary library practices, trends and emerging technologies.
  - Evidence of strong interpersonal skills and the ability to work with a wide variety of people.
  - Effective problem solving, analytical and organizational skills.
  - Demonstrated broad knowledge of library discovery environments, office automation software, and online resources.
  - Ability to quickly learn and use print and online tools and resources and in area of specialization.
  - Evidence of strong verbal and written communication skills.
  - Experience with relevant aspects of library operations including understanding of contemporary library practices, trends and emerging technologies.
  - Demonstrated understanding of the broad scope of library operations with ability to understand how their role interacts with the rest of the organization.
  - Ability to work effectively in a team environment and negotiate issues with people from different parts of the library.
  - Ability to identify challenges and opportunities, engage others in their resolution and recommend appropriate courses of action.
  - Demonstrated ability to evaluate online resources in terms of content quality, functionality and user interface issues.
  - Ability to independently perform complex job functions such as collection management reviews, preparation of major exhibits, developing policies for business practices.
  - Consistent display of strong verbal and written communication skills.
  - Demonstrated bibliographic expertise or basic managerial/supervisory skills.
  - Deep understanding and engagement with the range of library operations, trends and practices.
  - Evidence of professional contribution and achievement beyond the library may be expected at this rank.
  - Demonstrated success in engaging with colleagues across the University and beyond in a collaborative and construction fashion.
  - Ability to manage projects, develop policies or drive library initiatives across functional lines.
  - Ability to interact with internal or external developers to evaluate and recommend modifications of software, online databases or digital resources. Understanding of software development life cycle and ability to interact effectively with staff engaged in software development.
  - Demonstrated success in independently performing complex job functions such as collection management reviews, preparation of major exhibits, developing policies for business practices.
  - Evidence of engagement in relevant professional or academic communities.
  - Consistent display of excellent verbal and written communication skills, including strong presentation skills.
  - Recognition of substantial professional accomplishment both within and beyond Stanford is expected at this rank.
  - Ability to articulate the role of the Library within the University and with other cultural heritage organizations. Ability to act as liaison between the Library and University and external partners.
  - Ability to apply expert knowledge and substantial experience to selecting, acquiring, preserving, and/or providing access to scholarly resources.
  - Display an exceptionally high level of professional development and accomplishment.
  - Exercise a high level of initiative, sound judgment and leadership.
  - Evidence of specialized knowledge or advanced managerial/supervisory skills is expected.
  - Experience with identifying, evaluating, recommending, and implementing new service programs, technology, and complex work flows.
  - Demonstrated success in working across organizational lines to develop initiative proposals of considerable complexity; formulate plans for implementation, working to win support and funding, and moving their ideas to implementation.
  - Demonstrated strong ability to act as a partner in software development. Evidence of ability to engage in needs assessment, system architecture planning, iteration review and user testing. Work jointly with internal and external partners to ensure that software meets the needs of users.
  - Demonstrated expertise in independently performing complex job functions such as collection management reviews, preparation of major exhibits, developing policies for business practices.
  - Evidence of leadership in relevant professional or
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#### Core Duties

- **Direct duties:**
  - Manage staff in the day-to-day operations of a library or unit. Responsible for hiring and retaining staff, career coaching, personal development for direct reports and accountable for the performance of employees. Ensure work completion within schedule and constraint.
  - Develop and maintain core services of the library or unit to optimize the ability of customers to locate information.
  - Collect, prepare and analyze reports and statistics; Develop and monitor key metrics for performance against the goals and strategic plans of the library.
  - Coordinate the library's work plan and related planning initiatives, policies and procedures responsive to the organization's mission, goals, and objectives.
  - Keep current on technology trends and evaluate emerging technologies for adoption and implementation to enhance library programs, services and collections.
  - Review and approve expenditures and cost recoveries and track against the approved budget.
  - Direct staff and provide leadership to achieve goals and vision of the library and the day-to-day operations. Responsible for hiring and retaining staff, career coaching, personal development for direct reports and accountable for the performance of employees.
  - Develop and maintain core and new services, including automated systems, of the library to optimize the ability of customers to locate information and use it to meet their objectives. Collaborate with faculty and staff across the university to integrate program development, strategically expand services, knowledge, education and research.
  - Develop, monitor, analyze, forecast and report on the annual budget in support of the strategic plan for the library. Develop methods for cost recovery and revenue to support library activities, including grant proposals.
  - Implement, evaluate and maintain a strategic plan and related planning initiatives, policies and procedures responsive to the organization's mission, goals, and objectives.
  - Collect, prepare and analyze reports and statistics; Develop and monitor key metrics for performance against the goals and strategic plans of the library.
  - Develop and maintain library facilities including space design and utilization, furnishings, equipment and security.
  - Establish guidelines for information resource and collection development that reflect the goals and objectives of relevant library, archives, school or unit.
  - Assure the cataloging, indexing, and metadata creation for information resources in accordance with national and international standards. Monitor copyright and intellectual property compliance and contractual commitments.
  - Develop, refine and coordinate collection development policies and budgets, including physical collection evaluation, for resources in all formats.

- **Exempt duties:**
  - Oversee the management of the library. Direct staff and provide leadership to achieve goals and vision of the organization. Responsible for hiring and retaining staff, career coaching, personal development for direct reports and accountable for the performance of employees.
  - Oversee the direction of a library's internal administrative policy development for programs and operations. Negotiate and influence on issues of university-wide impact. Serve as senior advisor to leaders on programmatic and policy development.
  - Develop, implement, evaluate and maintain strategic plans of considerable complexity and scope for library managed. Consult and advise senior leadership. Oversee allocation of all resources.
  - Direct the maintenance of the library buildings and grounds and recommend future space needs.
  - Develop, monitor, analyze, forecast and report on the annual budget in support of the strategic plan for the library. Develop methods for cost recovery and revenue to support library activities, including grant proposals.
  - Engage actively in the discovery and integration of new technologies to improve, facilitate, and redefine Library programs and/or services.
  - Participate in fundraising efforts and serve on various school and library...
### Minimum Education and Experience Required

- Master’s Degree in Library Science and five years of relevant experience in an academic library setting including at least three years of management experience in increasingly responsible positions or a combination of education and relevant experience.

### Minimum Knowledge, Skills and Abilities Required

- Demonstrated knowledge of all aspects of library operations including extensive knowledge of contemporary library practices, trends and emerging technologies; Knowledge of and experience with outcomes and assessment of library services.
- Knowledge of collection development, archival, acquisitions, cataloging, database management, library instruction and information literacy, public and technical services, and reference.
- Ability to demonstrate a high level of diplomacy in persuading and influencing a wide variety of people at various levels to achieve results.
- Demonstrated successful experience developing and maintaining library budgets.
- Effective problem solving, analytical and organizational skills.
- Demonstrated broad knowledge of library automation systems, online resources, and instructional technologies.
- Experience using technologies to provide and enhance library services and their changing roles in higher education. Experience in use of digital knowledge management and delivery systems.
- Excellent verbal and written communication and presentation skills and a demonstrated ability to work well with others in a team environment.

### Minimum Education and Experience Required

- Master’s Degree in Library Science and seven years of relevant experience in an academic library setting including at least five years of management experience in increasingly responsible positions or a combination of education and relevant experience.

### Minimum Knowledge, Skills and Abilities Required

- Demonstrated knowledge of all aspects of library operations including extensive knowledge of contemporary library practices, trends and emerging technologies; Knowledge of and experience with outcomes and assessment of library services.
- Knowledge of collection development, acquisitions, cataloging, database management, library instruction and information literacy, public and technical services, and reference.
- Ability to demonstrate a high level of diplomacy in persuading and influencing a wide variety of people at various levels to achieve results.
- Demonstrated successful experience developing and maintaining library budgets.
- Effective problem solving, analytical and organizational skills.
- Demonstrated broad knowledge of library automation systems, online resources, and instructional technologies.
- Ability to stimulate innovation and creativity in new service initiatives and utilize resources for the advancement of a world class Library program.
- Experience using technologies to provide and enhance library services and their changing roles in higher education. Experience in use of digital knowledge management and delivery systems.
- Excellent verbal and written communication and presentation skills and a demonstrated ability to work well with others in a team environment.

### Minimum Education and Experience Required

- Master’s Degree in Library Science and ten years of relevant experience in an academic library setting including at least seven years of management experience in increasingly responsible positions or a combination of education and relevant experience.

### Minimum Knowledge, Skills and Abilities Required

- Demonstrated strategic leadership, planning and change management skills.
- Ability to demonstrate a high level of diplomacy in persuading and influencing a wide variety of people at various levels to achieve results.
- Exceptional negotiation and effective interpersonal skills negotiation and political acumen skills.
- Strong knowledge of industry standards, trends and/or regulatory requirements.
- Demonstrated knowledge of all aspects of library operations including extensive knowledge of contemporary library practices, trends and emerging technologies; Knowledge of and experience with outcomes and assessment of library services.
- Knowledge of collection development, acquisitions, cataloging, database management, library instruction and information literacy, public and technical services, and reference.
- Demonstrated successful experience developing and maintaining library budgets.
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## Job Series Matrix

<table>
<thead>
<tr>
<th>Physical Requirements</th>
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</thead>
<tbody>
<tr>
<td>• Constantly sit, perform desk-based computer tasks.</td>
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<tr>
<td>• Frequently twist/bend/stoop/squat, grasp lightly/fine manipulation, grasp forcefully, sort/file paperwork or parts, lift/carry/push/pull objects that weigh up to 10 pounds.</td>
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</tr>
<tr>
<td>• Occasionally stand/walk, reach/work above shoulders, writing by hand, kneel/crawl, climb (ladders, scaffolds, or other).</td>
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</tr>
<tr>
<td>• Rarely use a telephone, operate hand controls.</td>
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</tr>
<tr>
<td>• Must be able to push and maneuver a fully-loaded cart weighing up to 650 pounds that requires an initial push force up to 50 pounds.</td>
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<td>• May work in confined spaces and at heights 4-10 feet; be exposed to dust and mold; work extended hours, evenings and weekends.</td>
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<td>• Interpersonal Skills: Demonstrates the ability to work well with Stanford colleagues and clients and with external organizations.</td>
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<tr>
<td>• Promote Culture of Safety: Demonstrates commitment to personal responsibility and value for safety; communicates safety concerns; uses and promotes safe behaviors based on training and lessons learned.</td>
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<td>• Subject to and expected to comply with all applicable University policies and procedures, including but not limited to the personnel policies and other policies found in the University’s Administrative Guide, <a href="http://adminguide.stanford.edu/">http://adminguide.stanford.edu/</a>.</td>
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