

ASSOCIATE UNIVERSITY LIBRARIAN**DEFINITION**

This is professional library administration work in supervising one of two major department of the University Library; either the Technical Services Department or the Public Services Department. In the case of the Technical Services Department responsibilities include; acquisitions for the entire library system, cataloging and maintaining the card catalog, bindery services, routing, mending, marking, and reprocessing of all library materials entering the library system. In the case of the Public Services Department responsibilities include: supervision the informational and instructional services at assist users to easily obtain and effectively use needed research materials from the library system; supervising the circulation functions in the system maintaining effective control of borrowed materials and bookstack management; coordinating selection of library materials, both print and non-print to effectively support instructional and research programs; and maintaining and promoting communication with other library departments to facilitate functional problem solving processes. Employees in this class are required to participate in the general administrative functions of budgetary formulation and control and personnel management as well as maintaining constant and close liaison with agencies and administrators who are users of their services in order to ensure that the quality level of services offered are maintained at a high level. Supervision is exercised over a staff of library specialists. Work is performed under the general supervision of the University Librarian who reviews work through observation of results obtained and user's evaluations of services rendered.