

University of Memphis
University Libraries - Position Description

- I. DEPARTMENT: University Libraries
- II. POSITION: Part-Time Library Specialist, Government Publications
- III. CLASSIFICATION: Temporary Appointment
- IV. NAME OF INCUMBENT: Vacant POSITION NO. 020977
- V. JOB PURPOSE: This temporary part-time position functions as part of the team that handles the processing and maintenance of the Government Publications collection. The incumbent participates in activities that directly support Government Publications and the University Libraries' participation in the Federal Depository Library Program (FDLP) and the Tennessee depository program. Core activities include (but are not limited to) retrospectively converting the collection, processing, organizing, maintaining, and shifting government publications materials. The incumbent contributes to the mission of the University and the University Libraries by cataloging materials in the online Integrated Library System (ILS), thereby aiding University of Memphis and community users in identifying and accessing, government information resources that support their teaching, learning, and/or research.
- VI. DUTIES AND RESPONSIBILITIES
 - A. Supports the work of Government Publications
 1. With guidance/training, gains knowledge of, and develops expertise with, the government publications collection.
 2. Stays abreast of policies, procedures, and practices of the FDLP and the Government Publishing Office (GPO).
 3. Participates in the ongoing retrospective conversion of the government publications collection.
 4. Contributes to record maintenance and clean-up in the ILS.
 5. As part of a team, assists with shifting the collection in McWherter and in remote storage.
 6. Participates in/Contributes to special projects such as barcoding the 1976-1988 collection and checking discard lists.
 7. Participates in ongoing training and webinars on resources relevant to government publications work.
 - B. Other
 1. Stays informed about the current work of the department.
 2. Maintains and reports statistics relevant to his/her work.
 3. Uses available technology to accomplish tasks related to his/her work.
 4. Performs other duties as assigned by the Government Publications Coordinator or Dean of University Libraries.

VII. DIRECTION RECEIVED

Reports to the Government Publications Coordinator.

VIII. JOB SPECIFICATIONS

Requires an M.L.S. degree and appropriate, relevant library work experience.

IX. SPECIAL CONDITIONS

This is a limited-term position. The normal work schedule will entail up to fifteen (15) hours per week. The specific work schedule will vary depending on the needs of the department.

X. REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND CHARACTERISTICS

- A. Familiarity with the Federal Depository Library Program and SuDoc Classification System.
- B. Experience and comfort with using computers and current technology to accomplish a variety of work tasks.
- C. Ability to learn the protocols for utilizing multiple software packages for managing and manipulating data.
- D. Excellent oral and written communication skills.
- E. Strong interpersonal skills and ability to work effectively with a highly diverse group of faculty, Staff, and coworkers within the Libraries in a courteous and professional manner.
- F. Excellent attention to detail and ability to maintain a high level of accuracy in work.
- G. Good problem-solving and decision-making skills; creative thinking and sound judgment in dealing with a variety of issues.
- I. Ability to work independently as well as part of a team in a collegial environment.
- J. Must be able to assume responsibility and accomplish goals with little or no supervision.
- K. Ability to adapt to change, keep a positive attitude, and learn new skills as the operations and needs of the Libraries evolve.
- L. Previous library work experience is preferred.

XI. WORKING CONDITIONS

Technologically oriented academic research library where the Government Publications team is part of the forward face of the organization. Position comprises technical service components. Position requires some standing, walking, and reaching to access material to be processed. Incumbent must be able to bend, stoop, and lift up to 30 pounds. Responsibilities may require that the incumbent push and/or pull wheeled book trucks weighing up to 300 lbs.