

Job Code: .101752
Position #: (PSA) (E)
Developed by: MJM
Reviewed by: .. DLJ
Approved by: LK
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UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Specialist, Library Government Publications
DIVISION: Academic Affairs (University Libraries)
REPORTS TO: Unit Head of Government Publications
GRADE: 7
SUPERVISES: Student workers

BASIC FUNCTION:

Provide technical, administrative, and programmatic support for The University of Rhode Island Libraries' Federal and State Depository of government publications. Perform a wide array of work both independently and with others, to ensure seamless access to the collections. Work with all government documents in a variety of formats, including paper, electronic, and microfiche including U. S. federal and State of Rhode Island information.

ESSENTIAL DUTIES & RESPONSIBILITIES:

With Government Publications, catalog a variety of materials and formats in an automated cataloging environment within established standards.

Create and revise bibliographic records and resolve routine problems and inconsistencies in the cataloging process promptly and independently.

Coordinate with the Head of Government Publications for more complex issues and procedures.

Perform content designation on newly created and updated bibliographic records. Perform database maintenance including modifications, updates, and corrections.

With appropriate review, perform collection development tasks on the government publications collections.

Perform all aspects of government publication acquisition support work, which includes the acquisition of material by exchange, gift, approvals, etc.

Identify the relationship of the piece in hand to the collection as a whole and complete complex manual and computerized searches in multiple database systems.

Manage the distribution of materials to the correct section, shelf, or individual.

Communicate with a wide variety of patrons mostly by electronic means regarding routine and non-routine questions on services to publishers and other specialized library services.

May be asked to catalog non-government materials as needed by the Unit Head.

Maintain best practices in government publications by attending conferences, webinars, online classes, and other educational opportunities as needed.

Monitor compliance with university, federal and state regulations, and procedures.

Assist with the preparation of reports for the library, university, and external regulatory bodies.

Provide training and support to assigned Library faculty, staff, and patrons.

Provide support to the unit head of government publications.

Supervise student workers.

OTHER DUTIES & RESPONSIBILITIES:

Perform other duties and responsibilities as assigned by the unit head of government publications.

LICENSES, TOOLS, AND EQUIPMENT:

Personal computers, printers, scanning equipment; word processing, database management and spreadsheet software. Ability to lift and package materials up to fifty pounds.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree; Minimum of five years of experience with government publications; Demonstrated ability to catalog materials following the latest cataloging rules and regulations; Demonstrated working knowledge of the SuDoc classification system for federal publications; Demonstrated working knowledge of the SWANK classification for the State of Rhode Island publications; Demonstrated ability to work and complete tasks independently; Demonstrated ability to work with diverse groups/populations; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; and Demonstrated ability to lift and package materials up to fifty pounds.

PREFERRED: Minimum five years of experience working with the ILS system used by the University Libraries; Minimum five years of experience working with OCLC Connexion database; Demonstrated experience cataloging in the Library of Congress classification system for general collections; and Demonstrated supervisory experience.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.