

 Library Services University of Kansas Job Title Definitions		
Job Family Definition: Acquires catalogs, collects and distributes conventional and electronic materials. Provides assistance to patrons regarding library resources.		
Proposed Title	Description	Qualifications
Archivist Associate A-09 (\$41,299 - \$61,948) Job Code: 000302	Responsible for conducting appraisal, acquisitions, arrangement, and management of archival collections. Provides access, digitizing, conducting reference and outreach services that supports the physical and intellectual control of primary source materials (in both physical and electronic formats) of enduring value.	Bachelor's degree with one year of archival or related experience. Some departments may require a Master's degree in Library Science or History with some archival coursework.
Archivist A-10 (\$47,493 - \$71,240) Job Code: 000391	Has primary responsibility for the planning, management and preservation of archival collections. Responsible for coordination of appraisal, acquisition, arrangement, management, accessibility, reference and outreach services that support the physical and intellectual control of primary source materials (in both physical and electronic format) of enduring value.	Bachelor's degree and three years of archival or related experience. One year supervisory experience.
Library Associate A-08 (\$36,710 - \$55,065) Job Code: 000382	Position performs advanced tasks in acquiring, organizing, preserving or interpreting information resources that support either specific or a range of library processes. Tasks performed at this level require more advanced problem solving skill and decision-making independence. Some positions assigned to this job title will supervise, train or provide leadership to staff.	Bachelor's degree and minimum of three years library or related experience.
Library Assistant A-06 (\$29,597 - \$42,916) Job Code: 000334	Position performs tasks in acquiring, organizing, preserving, delivering or interpreting information resources that support either a specific or a range of library processes. Responsibilities may range from well-defined and highly-structured to multifaceted with independent judgment in developing work sequences. Some positions may provide supervision over students.	High school diploma or GED. Minimum of one year library or related experience.
Library Coordinator A-09 (\$41,299 - \$61,948) Job Code: 000358	Responsible for overseeing and coordinating one or more major library administrative services or programs. Work involves planning, evaluating, coordinating, and implementing programs which provide services for library patrons and/or external constituents.	Bachelor's degree required. Minimum of three years library or related experience.
Library Senior Manager A-10 (\$47,493 - \$71,240) Job Code: 000360	This managerial position is responsible for managing, project/work planning, organizing, and directing activities and resources necessary to operate and maintain one or more programs that have multiple sub-programs and /or diverse activities. Responsible for leadership of one or more library programs and services in areas such as acquisition, discovery, delivery, or preservation. Work involves developing or revising the program(s) operating procedures, establishing policy, objectives and goals within Libraries or department guidelines; using management systems and tools to determine, assign, and oversee the quality of work and to direct and coordinate program activities; and exercising control over resources for specific phases of a program(s).	Bachelor's degree required. Minimum of three years library or related experience and three years of managerial experience.

<p>Library Manager A-09 (\$41,299 - \$61,948)</p> <p>Job Code: 000336</p>	<p>This position directs complex activities necessary to implement the objectives of library programs and services. Library managers oversee and supervise staff in units and/or facilities that support a variety of library activities and services. Responsible for supporting the acquisition, discovery, delivery, and preservation of library information resources and assets, ensuring access to the full scholarly record for the KU community and general public.</p> <p>Work of this position involves: interpreting guidelines and policies; creating, implementing and revising procedures while adhering to national and local standards and policies; human resource management, including allocating staff/student resources and administrative type functions (e.g. absence approvals); and providing daily program administration of a variety of library activities.</p>	<p>Bachelor's degree required. Minimum of three years library or related experience and minimum of two years supervisory experience.</p>
<p>Library Preservation Assistant A-09 (\$41,299- \$61,948)</p> <p>Job Code: 000359</p>	<p>This position serves a central role in managing and performing the mission-critical daily operations of a Conservation Laboratory, including hiring, training, and supervising student employees; conducting assessment and quality control of materials moving through treatment in the lab; and planning and participating in furthering the broader goals of the department as a whole.</p>	<p>Bachelor's degree required. Minimum of one year relevant experience, including training in book-making.</p>
<p>Library Specialist A-08 (\$36,710 - \$55,065)</p> <p>Job Code: 000361</p>	<p>This position performs specialized or diverse library work for a department or program which requires specific expertise in a specified subject area, language, training, and/or function. Performs a variety of library duties and is able to work effectively both on an independent basis and collaboratively as part of a team.</p>	<p>Bachelor's degree Minimum of three years of library or related work experience.</p>