



SEIU CLASS SPECIFICATIONS

CLASSIFICATION Library Support **GRADE** 3 **DATE ISSUED** 28 February 2007

Meets requirements for previous level(s), plus these additional specifications:

FUNCTION

- under minimal supervision, plan, initiate, coordinate and complete a full range of varied and complex library duties and detailed assignments
- lead a functional work team(s) consisting of other SEIU and hourly paid staff, or provide a unique or specialized service to the University
- regularly solve problems and make decisions based on Library procedures, expertise, and experience, referring problems and recommendations beyond their expertise or jurisdiction to their unit coordinator or manager
- the utmost accuracy, discretion, initiative and judgment are required

LEVEL OF FORMAL EDUCATION

- specialized training and/or certification may be required for the position, e.g., Library Technician Diploma
- some positions may require an undergraduate degree or an acceptable combination of education and experience

EXPERIENCE

- more than 5 years of directly related experience

SKILLS AND ABILITIES

- detailed working knowledge of accounting practices and analysis
- ability to work independently and prioritize own work as well as the work of others
- ability to provide leadership and motivation to team members
- thorough understanding of University and library policies and procedures
- solid understanding of the concepts, standards and best practices of the library
- multi-lingual communication skills an asset
- technical and trouble shooting ability with complex computer systems

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- reporting to a manager, responsible for the operation of a unit including overseeing the work of one or more SEIU employees, hourly wage employees and volunteer/work experience staff, e.g., hiring process for student/casual staff, provide training, develop work schedules and approve timesheets for payroll processing, recommend on personnel requirements of SEIU openings
- may serve as the University's liaison with external agencies, committees, publishers, and providers; liaise with other university departments/staff to obtain required services
- monitor budget line of individual unit accounts
- involved in budget preparation for unit including drafting preliminary budget for review

- monitor administrative processes to make recommendations for operational improvements, modernization and cost reduction
- develop, implement, coordinate and continually appraise policies, procedures, and controls for all activities under her/his jurisdiction and ensure that they are consistent with management objectives
- analyze, trouble-shoot and solve problems within the unit
- test, install and support computer systems; recommend on computer systems and technical resources
- anticipate replacement and upgrade requirements of unit's equipment
- prepare team/unit/project reports and statistics
- approve unit invoices and generate revenue invoices
- provide backup support for the higher grade coordinator as required
- responsible for reporting problems regarding the condition of the library building to appropriate contacts, e.g., Physical Plant
- order and maintain inventory of supplies for the Library
- perform other duties as required

INITIATIVE AND INDEPENDENCE OF ACTION

- under minimal supervision, is responsible for the administration of a unit including anticipating, planning and resolving problems within their area of specialization
- unusual problems referred to manager

IMPACT OF ERRORS

- errors may not be detected in the work unit in which they occur; may cause serious embarrassment in public or employee relations or monetary loss
- may delay current and/or future operations

WORKING WITH OTHERS

- may serve on departmental committees and serve as a resource to departments across campus
- may be required to coordinate work of others in closely related work
- act as liaison for the unit with senior administrators of the University, which require appropriate tact and courtesy to discuss problems, submit reports, and make recommendations
- regular contact with students, faculty, staff, community, external University staff in similar positions, members of internal and external committees, publishers, vendors, manufacturers, government and business representatives