



VCU

Library Services Job Summaries

Job Code	Job Title	University Job Summary
27916 27915 27914 27913 27912 27911	Administrator, Library Services	<p>University Counsel serve as chief legal officer for the university providing counsel and representation in the institution’s legal affairs, including advising on legal rights, obligations and related matters. They serve as legal advisors to the President, Board of Visitors, and executive University administrators. They oversee all aspects of The Office of University Counsel operations including hiring, budgeting, and supervision of Assistant and Associate General Counsels. They represent and direct representation of the University in civil litigation and all other legal matters and provide legal advice and opinions in all substantive areas of law affecting the University; supervise outside legal counsel engaged by the institution; serve as a resource on all legal matters and issues of institutional governance. They possess the authority to set and change the strategic goals of the business units assigned and exercise considerable latitude on how results are achieved. They resolve the most complex issues and the quality of their decision making has a critical impact on the strategic and operational goals and the university mission. University Counsel typically report to the university president or executive leadership.</p>
27326 27325 27324 27323 27322 27321	Manager, Library Services	<p>Managers serve as operational managers responsible for one or more functional units within VCU Libraries. They may be responsible for areas such as ensuring policy and legal compliance; administering budgets; managing multimedia communications; recruiting, training, and supervising a team of staff, interns, or students; and special projects and other related operational activities. In consultation with senior leadership, they develop processes and implement new programs. They have a measurable impact within the department and influence service delivery in the school, department, or business unit. Managers work under intermittent supervision, resolving routine-to-complex issues independently. They typically report to a director or senior administrator. Professional credentialing may be required.</p> <p>NOTE: The Manager job is a supervisory job and is intended for positions that have three or more full-time direct reports. Positions that meet the scope of the Manager and Senior Manager jobs and have fewer than three full-time direct reports should be placed in the Administrator job.</p> <p>Senior Managers participate in long-range strategic planning, which requires a comprehensive knowledge of the service or functional area. They advance the service or functional area’s strategic goals beyond daily operations through innovative new practices. Senior Managers assume a higher level of responsibility and authority in compliance and legal matters.</p>
27316 27315 27314 27313 27312 27311	Supervisor, Library Services	<p>Supervisors provide oversight of daily operations of a small-to-medium team of Library Services staff. They may be responsible for areas such circulation, collections, reference, research, cataloging, electronic resources, interlibrary loans, and/or acquisitions. Supervisors ensure that day-to-day operations align with short-term goals and objectives; may help senior leadership develop processes or implement new programs and/or services; and may serve as liaisons between internal departments or functional areas. They may serve as resources for lower-level staff. Their decision-making has a measurable impact on service delivery and operational goals. Supervisors work under intermittent supervision, resolving routine-to-complex issues independently and referring more complex issues to</p>



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		<p>higher-level management. They typically report to a manager or director or in some areas may report to an administrator. Professional credentialing may be required.</p> <p>NOTE: The Supervisor job is intended for positions that, as a general rule, have three or more full-time direct reports. However, the nature of some job families and the intentional staffing patterns allow for supervisor positions that manage the work assignments, hiring, and discipline of more than three hourly (wage) and/or student positions. Positions that meet the scope of the Supervisor job and consistently have hourly (wage) or student direct reports may be placed in the Supervisor job, in consultation with Human Resources. Otherwise, positions that do not have three full-time direct reports and do not consistently manage three or more hourly (wage) or student direct reports should be placed in the individual contributor job that best fits the overall job content.</p> <p>Senior Supervisors participate in long-range strategic planning, which requires a comprehensive knowledge of the service or functional area. They advance the service or functional area's strategic goals beyond daily operations through innovative new practices. Senior Supervisors assume a higher level of responsibility and authority in compliance and legal matters.</p>
27216 27215 27214 27213 27212 27211	Library Services Specialist	<p>Library Services Specialists perform professional work requiring an in-depth knowledge of one or more specializations within Library Services such as circulation, collections, reference, research, cataloging, electronic resources, interlibrary loans, and/or acquisitions. Their typical duties may include recommending, implementing, and interpreting operational policies, procedures, and systems; supervising the maintenance of an assigned library collection or electronic media and equipment, including selection, evaluation, appraisal, and purchase of library materials; assisting staff and/or professional/faculty librarians in completion of complex assignments to which special knowledge or skill is applicable; consulting and advising faculty and staff members in the selection and acquisition of materials; providing complex reference and resource services as required in subject area or area of specialty. They may work independently or as a member of a team. Library Services Specialists work under general supervision, making complex decisions independently and referring unprecedented issues to an upper-level manager. Library Services Specialists typically report to a manager or director or in some units may report to an administrator. Professional credentialing may be required.</p> <p>Senior Library Services Specialists possess greater knowledge of the library specialist profession, distinguishing them from Library Services Specialists. They are further distinguished by the complexity of assigned work; an ability to identify options and develop solutions for unique or unprecedented situations; greater decision-making authority; and the judgment, resourcefulness, and ability to identify issues and/or areas that should be addressed differently. They are resources for others, participating in mentoring, coaching, and training.</p>
27116 27115 27114 27113 27112 27111	Library Services Associate	<p>Library Services Associates are responsible for providing administrative and research assistance to librarians and patrons. They may provide technical support in one or more areas such as acquisitions, cataloging, circulation, reference, digital services, or patron services. Their typical responsibilities may include acquiring books and other materials from other libraries; checking out books to patrons; cataloging materials and organizing bookshelves; answering questions about literature, activities and library services; helping patrons find certain materials or information. They may work independently or as part of a</p>



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		<p>team. They independently make moderately complex decisions while referring complex or unique issues to a higher-level for resolution. Library Services Associates typically report to a supervisor.</p> <p>Senior Library Associates possess greater knowledge of operational and technical tasks related to library services, distinguishing them from Library Associates. They are further distinguished by the complexity of assigned work; an ability to identify options and develop solutions for unique or unprecedented situations; greater decision-making authority; and the judgment, resourcefulness, and ability to identify issues and/or areas that should be addressed differently. They are resources for others, participating in mentoring, coaching, and training.</p>
27016 27015 27014 27013 27012 27011	Library Services Assistant	<p>Library Assistants provide routine customer service and guidance to patrons while assisting with administrative and data management tasks. Their typical duties may include providing customer service in one or more technical area such as acquisitions, cataloging, circulation, reference, digital services, or patron services; ensuring proper management of collections in both physical and online environments; maintaining accurate collection statistics for internal analysis and external reports; ensuring timely verification and purchasing of collection materials. They work under direct supervision, resolving most standard issues independently and referring complex or unique issues to a supervisor, senior/lead worker, or higher-level worker. Technicians typically report to a supervisor or manager.</p> <p>Senior Library Assistants possess greater knowledge of operational and technical tasks related to library services, distinguishing them from Library Assistants. They are further distinguished by the complexity of assigned work; an ability to identify options and develop solutions for unique or unprecedented situations; greater decision-making authority; and the judgment, resourcefulness, and ability to identify issues and/or areas that should be addressed differently. They are resources for others, participating in mentoring, coaching, and training.</p>