

LIBRARY, MUSEUM & ARCHIVES—PROFESSIONAL

Job Classification

Adopted: September 30, 2007

Revised: July 1, 2009

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- Contribute to professional association activities, including publications and presentations
- Serve on internal committees to assist with unit and campus management, planning, and governance
- Provide leadership in evaluation, selection, and implementation of new technologies.
- Prepare proposals and administer funded projects
- Serve as a foreign language or subject resource

LEVELS AND COMPETENCIES

The primary distinction between levels is reflected in the Level Descriptors. As levels increase, the scope, complexity, and degree of independence increase. Higher levels may perform duties of lower levels. Education and experience are stated at the minimum threshold for the level. Additional education or experience may be desirable for some positions.

Level 1

PCLS: 02721

*****Alternate PCLS: 09274**

**Grade 78
Non-Exempt**

Descriptors

Work is performed under administrative supervision. Oversee OR perform professional level duties in a unit, collection, function, or specialized program that is limited in complexity* OR scope*. Incumbents apply broad knowledge of principles, methods, practices, and resources to perform routine professional duties in several functional areas of work including: answering and researching reference requests, conducting presentations, cataloging, and assisting in writing sections of a proposal. Plan and perform the administration of program activities. In conjunction with higher level managers and/or senior administrator(s), develop processes and participate in the planning process. May lead** staff.

Knowledge, Skills, and Abilities

Working knowledge of specialized collection or service area. Working knowledge of the principles, practices, and current developments of the profession. Working knowledge of the methods of classifying, cataloging and organizing materials. Working knowledge of research methods and tools such as on-line databases, web-based resources, and other reference materials used in locating materials and compiling information. Project management skills. Excellent interpersonal and presentation skills. Ability to lead**.

*Education and Experience*****

Bachelor's degree in related field and one year experience in relevant field (e.g. information science, museum studies, field of specialization, etc), or an equivalent combination of training and experience.

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Level 2

PCLS: 02722

*****Alternate PCLS: 09280**

Grade 80

Exempt

Descriptors

Work is performed under general direction. Direct a unit and budget OR is responsible for multiple components of a comprehensive or specialized program or project that is moderate in complexity* OR scope*. Act as a specialist in an assigned area that performs more diverse and complicated work that may include record creation, cataloging, classification, conservation, and restoration. Respond to moderately complex* requests for information. Create reports for use in executive level meetings. Identify financial needs and write proposals to secure funding. Negotiate partnerships, agreements and contracts with external organizations and agencies. In consultation with higher-level managers, recommend new program creation, participate in creating new programs, develop processes and participate in the planning process. Supervise** staff. This level is distinguished from level one by supervisory** responsibility, the advanced knowledge in a specialized subject, specialized collection or service area, the increased latitude to commit the unit/department to expenditures, determine priorities, and involvement in responding to requests for information. Decisions made at this level may impact the policy of another unit.

Knowledge, Skills, and Abilities

Same as level one, plus: Advanced knowledge of specialized collection or service area. Advanced knowledge of the principles, practices, and current developments of the profession. Advanced knowledge and skill in research methods and tools such as on-line databases, web-based resources, and other reference materials used in locating materials and compiling information. Knowledge of grant writing processes and ability to write proposals. Advanced knowledge of the methods of classifying, cataloging and organizing materials. Ability to synthesize information from multiple sources to create comprehensive reports. Ability to develop and implement policy. Ability

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Knowledge, Skills, and Abilities

Same as level three, plus: Expert knowledge of university-wide policies and/or responsibilities. Ability to create, implement, assess, and shape the direction of programs and policies based on university needs, goals, and objectives. Ability to direct and manage multiple complex units.

Education and Experience****

Master's degree (e.g. information science, museum studies, field of specialization, etc), and three years relevant experience, or an equivalent combination of training and experience.

- * **Complexity:** Refers to the higher level interpretation of and diversity of rules and regulations (e.g. Local, State, Federal, and University regulations related to library and museum services that includes but is not limited to health & safety, copyright, rules and regulations). Complexity increases as application, interpretation, and frequency of working with rules and regulations increases. Complex positions typically manage multiple diverse departments and functions.
- * **Scope:** Refers to the impact that a unit has on the organization or those it impacts, or the size of the organization.
- ** **Lead:** Provide day-to-day guidance, training and direction for staff in addition to other duties. Regularly assign and review work. Fluent in assigned area of responsibility.
- ** **Supervise:** Hire, train, evaluate performance, and initiate corrective action.
- *** Exemption status determined on a case-by-case basis. Essential functions of each job will be reviewed and evaluated in accordance with Fair Labor Standards Act regulations.
- **** Education beyond high school may be substituted for experience on the basis of one academic year of study (i.e. 45 quarter hours or 30 semester credits or the equivalent) for 12 months of related experience.

[July 2009 revisions included formatting document for consistency, and adding alternate PCLS information.]