

JOB TITLE: COLLECTIONS SPECIALIST

JOB FAMILY: LIBRARY/MUSEUM

BAND: E

FLSA: EXEMPT

JOB CODE: 10144

MAIN FUNCTION:

Perform complex subject searches using a variety of reference tools in electronic and traditional formats for on-and-off campus users.

ESSENTIAL DUTIES & RESPONSIBILITIES :

Independently prepare finding aids for complex collections: arrange, describe, and index manuscripts or archival records.

Make recommendations on appropriate preservation procedures.

Assist in collection development activities, including selection, donor relations, ordering, and placement of materials.

Advise University administrators on maintaining, transferring, and disposing of records.

Advise and instruct users in techniques to obtain information.

Manage special projects.

Perform original cataloging by creating permanent bibliographic and authority records for materials when no source is found; assign subject heading and call numbers.

JOB PROFILE :

MINIMUM EDUCATION : Bachelor's degree or equivalent.

MINIMUM EXPERIENCE: 2 but less than 4 years of experience or equivalent.

IMPACT: Accountable for activities which have a moderate impact on operations, resources or the University's reputation.

CONTACTS INSIDE THE UNIVERSITY: Contacts are throughout the University and involve assisting others, and providing or obtaining cooperation for the completion of tasks.

CONTACTS OUTSIDE THE UNIVERSITY: Contacts involve providing information that exists within pre-established documents and or programs.

CONTACTS WITH STUDENTS: Frequent contact to provide information and instruction.

SUPERVISION GIVEN: Responsible for providing day-to-day supervisory direction to employees within the department.

COMPLEXITY: Frequently adapt, combine or make improvements to services, products, processes or programs. Duties generally involve different and unrelated processes or methods. Work requires reasoning skills and judgement.

LEVEL OF DECISION MAKING : Responsible for making decisions about work within prescribed limits, and/or providing input to others for decision-making.

EFFECT OF DECISION MAKING: Decisions directly affect multiple functional areas within a department or have a limited effect on students and employees.

FREEDOM OF ACTION: Very general supervision which requires interpretation of work policies and procedures, and, at times, deviation from standard work practices.

WORKING CONDITIONS: Normal working conditions, including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required.

A position that is classified into this title and band must meet the Cornell requirements for exemption under the FLSA