

JOB TITLE: REFERENCE SPECIALIST

JOB FAMILY: LIBRARY/MUSEUM

BAND: E

FLSA: EXEMPT

JOB CODE: 10799

MAIN FUNCTION:

Provide advanced reference service for patrons; provide research assistance, using in-depth specialized subject expertise.

ESSENTIAL DUTIES & RESPONSIBILITIES :

Advise and instruct users in techniques to obtain information by consulting a wide variety of subject guides, indexing and abstracting services, and statistical compilations; advise on search strategies; teach the use of specific reference sources.

Perform complex subject searches using a variety of reference tools in electronic and traditional formats.

Determine when new bibliographies should be prepared; compile and/or annotate these bibliographies.

Manage specialized services or programs, such as fee-based reference service.

JOB PROFILE :

MINIMUM EDUCATION : Master's degree or equivalent.

MINIMUM EXPERIENCE: Up to 2 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 involve receiving instructions or providing information to immediate associates and supervisor.

CONTACTS OUTSIDE THE UNIVERSITY: Contacts involve providing and/or receiving guidance, advice or information that must be analyzed and developed by the position.

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

SUPERVISION GIVEN: Responsible for providing occasional guidance on work methods or procedures to employees who do similar work.

COMPLEXITY: Occasionally required to develop new, imaginative or innovative solutions, services, products, processes or programs. Duties generally involve many diverse and unrelated processes and methods. Work requires sophisticated reasoning skills.

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