Library/Museum Job Family: **Collections Assistant Progression**

These generic job title summaries are intended to indicate the kinds of tasks and levels of work complexity that will be required of positions classified to any of these titles and are not intended to be construed as declaring the specific duties and responsibilities of any particular position. The use of particular expressions or illustrations describing functions within a specific job title does not exclude other duties of a similar kind and/or level of complexity. Positions are classified to a particular job title based upon the predominant level of expected work complexity.

### GENERIC JOB PROFILE SUMMARY

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<tr>
<th>PAY BAND: A</th>
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<td>Collections Assistant I - 10145</td>
<td>Collections Assistant II - 10146</td>
<td>Collections Assistant III - 10147</td>
<td>Collections Assistant IV - 10148</td>
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- **PAY BAND: A**
  - **INDIVIDUAL CONTRIBUTOR**
  - **Collections Assistant I - 10145**
  - Provide a combination of basic public and technical services assistance, usually in a special collection or small unit library.
  - Retrieve and return materials to stacks.
  - Maintain stack area.
  - Clean and re-box archival materials.
  - Perform a combination of straightforward public and technical service tasks.
  - Provide functional supervision of student employees.

- **PAY BAND: B**
  - **INDIVIDUAL CONTRIBUTOR**
  - **Collections Assistant II - 10146**
  - Perform a combination of public and technical services assistance, especially in a unit with rare, manuscript, or other specialized collections requiring specialized handling and security.

- **PAY BAND: C**
  - **INDIVIDUAL CONTRIBUTOR**
  - **Collections Assistant III - 10147**
  - Provide reading room security for rare or valuable items using judgment and tact in dealing with possible security violations.
  - Retrieve and return rare books, manuscript collections, and graphic material including oversize maps, drawings, and blueprints to designated locations, utilizing manual and online tracking systems and ensuring the security and safe handling of each item.

- **PAY BAND: D**
  - **INDIVIDUAL CONTRIBUTOR**
  - **Collections Assistant IV - 10148**
  - Perform a full range of acquisitions activities for complex materials.
  - Provide administrative supervision and training of student and regular employees.

- **PAY BAND: E**
  - **INDIVIDUAL CONTRIBUTOR**
  - **Collections Assistant V - 10149**
  - Supervise/coordinate specialized service such as photocopy service.
  - Supervise complex processing projects, including administrative supervision of regular or student employees.
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<tr>
<td>Search local and national databases to access collection holdings.</td>
<td>Perform complex searching in local and national databases for a specialized collection.</td>
<td>Search local and national databases for information pertaining to materials which may be complex due to language, format, subject, or publication pattern.</td>
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<td>Provide clerical assistance to bibliographers or curators.</td>
<td>Assist in preparing finding aids, and in arranging and listing manuscripts, records, or documents.</td>
<td>Prepare detailed finding aids for use by scholars or complex listings of special materials using current technology and descriptive standards.</td>
<td>Prepare finding aids, similar to Collection Assistant IV, but with more autonomy and/or for more complex collections, based on knowledge of relevant subject areas and archival principles.</td>
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<td>Assist in basic indexing and abstracting.</td>
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<td>Prepare original cataloging or sophisticated indexing and abstracting, perhaps using a second language. Create permanent bibliographic and authority records for materials when no source record is found.</td>
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<td>Review and distribute publishers' literature to campus selectors.</td>
<td>Edit and revise data in permanent records.</td>
<td>Create and/or significantly revise bibliographic and holding records to reflect the receipt of complex materials, changes in status, etc., exercising considerable judgment concerning cataloging rules and CUL guidelines.</td>
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<td>Provide patrons with basic level reference service, handling initial reference inquiries which require judgment and knowledge of specialized reference tools.</td>
<td>Provide reference assistance, which often requires judgment and tact, using a broad general knowledge of collections or specific subject knowledge; be able to deal with potentially serious security issues.</td>
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<td>Provide high-level reference services, including instructing users in developing research strategies and use of print and electronic sources, using subject and format expertise and serving as primary reference contact.</td>
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**PAY BAND: A**
INDIVIDUAL CONTRIBUTOR
Collections Assistant I - 10145

Interpret public services and security policies to a wide variety of patrons, including students, faculty, visiting scholars, and the general public.

**PAY BAND: B**
INDIVIDUAL CONTRIBUTOR
Collections Assistant II - 10146

Oversee collection management activities for multiple rare and irreplaceable collections, under numerous classification systems and sub-locations, including uncataloged materials. Involves monitoring space utilization and planning and implementing relocation projects for library materials, ensuring each item’s protection.

**PAY BAND: C**
INDIVIDUAL CONTRIBUTOR
Collections Assistant III - 10147

Routinely participate in setting policy and determining operating procedures for the provision of reference services.

**PAY BAND: D**
INDIVIDUAL CONTRIBUTOR
Collections Assistant IV - 10148

Conceptualize spatial problems; plan large collection moves of rare and irreplaceable materials, ensuring security and safety for each item.

**PAY BAND: E**
INDIVIDUAL CONTRIBUTOR
Collections Assistant V - 10149

Conducts collection evaluation projects.

Interpret public services and security policies to a wide variety of patrons, including students, faculty, visiting scholars, and the general public.

Oversee collection management activities for multiple rare and irreplaceable collections, under numerous classification systems and sub-locations, including uncataloged materials. Involves monitoring space utilization and planning and implementing relocation projects for library materials, ensuring each item’s protection.

Solve routine and complex problems regarding missing items and the shelving and circulation of rare materials in a variety of formats, classification systems, and sub-locations, within a secure, closely-monitored environment.

Perform complex subject searches which require knowledge of a second language or subject expertise, using specialized databases or a variety of print and electronic resources for reference, ILS, or collection management purposes.

Interact effectively on a continuous basis with Library Annex, other library units, and non-library units (eg. the office of Planning, Design, and Construction).

Arrange complex collections in a manner that will facilitate research access and long-term preservation of the records, utilizing knowledge of the collection obtained through research and archival methodology. In consultation with curatorial staff, appraise and select items for permanent retention on the basis of documentary value.

Conducts analysis of scope and coverage of resources in electronic forms.

Compile special reports and statistics.
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<th>Manage large projects involving coordination of multiple activities and staff.</th>
<th>Work with University departments on disposition of records.</th>
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### JOB FACTOR PROFILE TABLE

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<tr>
<th>FACTOR PROFILE</th>
<th>COLLECTIONS ASSISTANT I</th>
<th>COLLECTIONS ASSISTANT II</th>
<th>COLLECTIONS ASSISTANT III</th>
<th>COLLECTIONS ASSISTANT IV</th>
<th>COLLECTIONS ASSISTANT V</th>
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<tr>
<td>MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY</td>
<td>HS Diploma; more than 6 months and less than 1 year experience</td>
<td>Formal training beyond a high school diploma of one to two years, two years of college coursework, or Associate's degree; More than six months, but less than 1 year or equivalent.</td>
<td>Formal training beyond a high school diploma of one to two years, two years of college coursework, or Associate's degree; More than 1, but less than 2 years or equivalent</td>
<td>Formal training beyond a high school diploma of one to two years, two years of college coursework, or Associate's degree; More than 1, but less than 2 years or equivalent</td>
<td>Bachelor's degree or other formal training program of four years or equivalent; More than 2, but less than 4 years or equivalent.</td>
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<td>IMPACT</td>
<td>Affects immediate department</td>
<td>Extends beyond department</td>
<td>Extends beyond department</td>
<td>Extends beyond college/unit</td>
<td>Extends beyond college/unit</td>
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<tr>
<td>CONTACTS - INSIDE</td>
<td>Receive or provide information.</td>
<td>Assists others Cooperation of task completion Handle confidential information</td>
<td>Assists others Cooperation of task completion Handle confidential information</td>
<td>Assists others Cooperation of task completion Handle confidential information</td>
<td>Assists others Cooperation of task completion Handle confidential information</td>
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<td>CONTACTS - OUTSIDE</td>
<td>Limited contact</td>
<td>Straightforward business Provide factual information Handle confidential information</td>
<td>Straightforward business Provide factual information Handle confidential information</td>
<td>Provide guidance or instruction on specialized or complex equipment (Laboratories, Centers, Extension areas, etc.).</td>
<td>Provide guidance or instruction on specialized or complex equipment (Laboratories, Centers, Extension areas, etc.).</td>
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<td>CONTACTS - STUDENTS</td>
<td>Provide information</td>
<td>Deals with confidential information such as grades, financial records, etc.</td>
<td>Deals with confidential information such as grades, financial records, etc.</td>
<td>Provide training and instruction on equipment, instruments, machinery, methods</td>
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<td>COMPLEXITY</td>
<td>Tasks relate to one specific area of work</td>
<td>Entire field tasks</td>
<td>Entire field tasks</td>
<td>Focus on an entire field</td>
<td>Activities specifically focus on both an entire field and related areas</td>
</tr>
<tr>
<td>LEVEL OF DECISION MAKING</td>
<td>Responsible for routine decisions within limits prescribed by established policies or by supervisor</td>
<td>Responsible for making some decisions which require consideration of various criteria. Decisions are usually within limits</td>
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<td>Responsible for making some decisions which require consideration of various criteria. Decisions are usually within limits</td>
<td>Responsible for assisting, contributing to and influencing decisions on setting policies and/or procedures, research, planning and development activities</td>
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<tr>
<td>FREEDOM OF ACTION</td>
<td>General Supervision Proceeds alone on regular tasks Refers questionable situations to supervisor</td>
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<td>Very general supervision Resolve most questions Accomplish most tasks alone Keep supervisor informed of progress</td>
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<td>SUPPORT SKILLS – WRITING</td>
<td>Limited skills required, OR is position’s area of work</td>
<td>Provides standard responses to inquiries</td>
<td>Provides a non-standard response or prepares written material that requires some research</td>
<td>Provides a non-standard response or prepares written material that requires some research</td>
<td>Provide a response for which few prototypes exist or prepare written information that requires extensive research.</td>
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<tr>
<td>SUPPORT SKILLS – COMPUTER</td>
<td>Limited skills required, OR is position’s area of work</td>
<td>Uses a variety of business or technical programs to complete information management or production tasks</td>
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<td>WORKING CONDITIONS - PHYSICAL</td>
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