



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 SUMMARIES

Collections Assistant I INDIVIDUAL CONTRIBUTOR	Collections Assistant II INDIVIDUAL CONTRIBUTOR	Collections Assistant III INDIVIDUAL CONTRIBUTOR	Collections Assistant IV INDIVIDUAL CONTRIBUTOR	Collections Assistant V INDIVIDUAL CONTRIBUTOR
Provide a combination of basic public and technical services assistance, usually in a special collection or small unit library.	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	Provide reading room security for rare or valuable items using judgment and tact in dealing with possible security violations.		
Retrieve and return materials to stacks.				
Maintain stack area.				
Clean and re-box archival materials.		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.		
Perform a combination of straightforward public and technical service tasks.			Perform a full range of acquisitions activities for complex materials.	

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Provide functional supervision of student employees.		Provide administrative supervision and training of student and regular employees.	Supervise/coordinate specialized service such as photocopy service.	Supervise complex processing projects, including administrative supervision of regular or student employees.
	Search local and national databases to access collection holdings.	Perform complex searching in local and national databases for a specialized collection.	Search local and national databases for information pertaining to materials which may be complex due to language, format, subject, or publication pattern.	
	Provide clerical assistance to bibliographers or curators.			
	Assist in preparing finding aids, and in arranging and listing manuscripts, records, or documents.		Prepare detailed finding aids for use by scholars or complex listings of special materials using current technology and descriptive standards.	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.
	Assist in basic indexing and abstracting.			Perform 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.
		Review and distribute publishers' literature to campus selectors.		
		Edit and revise data in permanent records.	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.	
			Manage large projects involving coordination of multiple activities and staff.	

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		Provide patrons with basic level reference service, handling initial reference inquiries which require judgment and knowledge of specialized reference tools.	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.	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.
		Interpret public services and security policies to a wide variety of patrons, including students, faculty, visiting scholars, and the general public.	Routinely participate in setting policy and determining operating procedures for the provision of reference services.	
		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.	Conceptualize spatial problems; plan large collection moves of rare and irreplaceable materials, ensuring security and safety for each item.	Conducts collection evaluation projects.
		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.	Conducts analysis of scope and coverage of resources in electronic forms.
		Interact effectively on a continuous basis with Library Annex, other library units, and non-library units (eg. the office of Planning, Design, and Construction).		

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			<p>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.</p>	<p>Compile special reports and statistics.</p>
				<p>Work with University departments on disposition of records.</p>

JOB FACTOR PROFILE TABLE

FACTOR PROFILE	10145 COLLECTIONS ASSISTANT I, BAND A	10146 COLLECTIONS ASSISTANT II, BAND B	10147 COLLECTIONS ASSISTANT III, BAND C	10148 COLLECTIONS ASSISTANT IV, BAND D	10149 COLLECTIONS ASSISTANT V, BAND E
MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY	High school Diploma and up to 1 year relevant experience or equivalent combination	High school Diploma and up to 2 years relevant experience or equivalent combination	Associate's degree and up to 2 years relevant experience or equivalent combination	Bachelor's degree and up to 2 years relevant experience or equivalent combination	Bachelor's degree and 2 to 4 years relevant experience or equivalent combination
IMPACT	Affects immediate department	Extends beyond department	Extends beyond department	Extends beyond college/unit	Extends beyond college/unit
CONTACTS - INSIDE	Receive or provide information.	Assists others Cooperation of task completion Handle confidential information	Assists others Cooperation of task completion Handle confidential information	Assists others Cooperation of task completion Handle confidential information	Assists others Cooperation of task completion Handle confidential information
CONTACTS - OUTSIDE	Limited contact	Straightforward business Provide factual information Handle confidential information	Straightforward business Provide factual information Handle confidential information	Provide guidance or instruction on specialized or complex equipment (Laboratories, Centers, Extension areas, etc.).	Provide guidance or instruction on specialized or complex equipment (Laboratories, Centers, Extension areas, etc.).
CONTACTS - STUDENTS	Provide information	Deals with confidential information such as grades, financial records, etc.	Deals with confidential information such as grades, financial records, etc.	Provide training and instruction on equipment, instruments, machinery, methods	Deals with confidential information such as grades, financial records, etc.

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SUPERVISION	Students Temporaries On-the-job-training	Students Temporaries On-the-job-training	Students Temporaries On-the-job-training	Group leader Full responsibility for students, temporaries, and employees who do similar work Includes recommendations for hiring and performance appraisals	Group leader Full responsibility for students, temporaries, and employees who do similar work Includes recommendations for hiring and performance appraisals
COMPLEXITY	Tasks relate to one specific area of work	Entire field tasks	Entire field tasks	Focus on an entire field	Activities specifically focus on both an entire field and related areas
LEVEL OF DECISION MAKING	Responsible for routine decisions within limits prescribed by established policies or by supervisor	Responsible for making some decisions which require consideration of various criteria. Decisions are usually within limits	Responsible for making some decisions which require consideration of various criteria. Decisions are usually within limits	Responsible for making some decisions which require consideration of various criteria. Decisions are usually within limits	Responsible for assisting, contributing to and influencing decisions on setting policies and/or procedures, research, planning and development activities
FREEDOM OF ACTION	General Supervision Proceeds alone on regular tasks Refers questionable situations to supervisor	General Supervision Proceeds alone on regular tasks Refers questionable situations to supervisor	Very general supervision Resolve most questions Accomplish most tasks alone Keep supervisor informed of progress	Very general supervision Resolve most questions Accomplish most tasks alone Keep supervisor informed of progress	Very general supervision Resolve most questions Accomplish most tasks alone Keep supervisor informed of progress
SUPPORT SKILLS – WRITING	Limited skills required, OR is position's area of work	Provides standard responses to inquiries	Provides a non-standard response or prepares written material that requires some research	Provides a non-standard response or prepares written material that requires some research	Provide a response for which few prototypes exist or prepare written information that requires extensive research.
SUPPORT SKILLS – COMPUTER	Limited skills required, OR is position's area of work	Uses a variety of business or technical programs to complete information management or production tasks	Uses a variety of business or technical programs to complete information management or production tasks	Uses a variety of business or technical programs to complete information management or production tasks	Uses a variety of business or technical programs to complete information management or production tasks

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WORKING CONDITIONS - PHYSICAL	Lift 20 to 50 lbs.	Lift 20 to 50 lbs.	Lift 20 to 50 lbs.	Lift 20 to 50 lbs.	Lift 20 to 50 lbs.
WORKING CONDITIONS - VISUAL	Close concentration and visual attention	Close concentration and visual attention	Close concentration and visual attention	Close concentration and visual attention	Close concentration and visual attention
WORKING CONDITIONS - HAZARD	Normal working conditions including no or limited exposure to hazardous conditions/ materials/ equipment. Safety gear may sometimes be required.	Normal working conditions including no or limited exposure to hazardous conditions/ materials/ equipment. Safety gear may sometimes be required.	Normal working conditions including no or limited exposure to hazardous conditions/ materials/ equipment. Safety gear may sometimes be required.	Normal working conditions including no or limited exposure to hazardous conditions/ materials/ equipment. Safety gear may sometimes be required.	Normal working conditions including no or limited exposure to hazardous conditions/ materials/ equipment. Safety gear may sometimes be required.