



Example of Library Specialist Job Description

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Our growing company is looking to fill the role of library specialist. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for library specialist

- Organize book sale inventory
- Other library-related duties assigned by Director of Library Services
- Supervises student workers at Fletcher Library during specific shift
- Sets workflow priorities, delegates work, assigns special projects being backup for various staff
- Serves on committee's and assist with outreach events and displays
- Accesses books and other physical items from shelves up to 7 feet in height requiring climbing library ladders or stools
- Coordinating the Technology Lending program which includes planning, organizing, leading and setting priorities
- Hiring, training and reviewing student assistants as needed to provide services in the Technology Lending area
- Providing daily lead work direction and training to student workers in that area, which includes advising on resolving difficult issues at the service desk
- Following up on overdue equipment and handling lost and damaged equipment

Qualifications for library specialist

- Energetic, creative, proactive, motivated, flexible individual with ability to multi-task, good reference-interviewing, interpersonal, critical thinking, organizational, and excellent oral and written communication skills
- Must have customer-service focus
- Confidence and credibility in relationship-building with internal customers at

- Experience and ability to perform in-depth medical, drug, competitive, regulatory and business literature searching using Dialog, pharmaceutical pipeline databases (Pharmaprojects, IMS, Adis,), and web-based resources preferred
- Experience working with computers (both hardware and software , printers/scanners and Microsoft Office products)
- Assisting patrons with basic questions about equipment and referring when necessary