



Example of Library Specialist Job Description

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Our company is growing rapidly and is looking for a library specialist. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for library specialist

- Use computer and the libraries online system
- Perform all duties associated with library charges for lost or overdue material
- Provide all basic check out & reserve functions
- Provide clerical and administrative associate support for the Head of Access Services
- Responsible for opening the library on Sundays and supervising staff and students in Circulation/Reserve
- Perform Interlibrary loan billing and invoicing functions, use databases and billing software for tracking accounts for monies received
- Uses good judgment and problem solving skills when independently interacting with university faculty, staff and students the general public
- Coordination of Article/Document Delivery from Shire outside vendors and agencies
- Shares oversight of the delivery of information resources from third party suppliers
- Complies with Shire's copyright permissions, and policies for the storage and distribution of articles and documents in order to provide copyright guidance

Qualifications for library specialist

- Knowledge MS Active Director, JAMF Casper Suite, MS SCCM, AutoIT
- Demonstrated experience with product management, product marketing or

- Desire to learn and become skilled at reference searching and using reference management software
- Collaborative, flexible, confident and outgoing team player with excellent written and oral communication skills
- Experience planning projects, meeting deadlines and project objectives
- Experience with market research and/or customer advocacy