

## **Administrative Librarian**

### **Job Code 00001601**

#### **General Description**

Responsible for providing senior management of the Alkek Library through planning, directing, organizing and supervising departmental activities.

#### **Examples of Duties**

Review and track projects.  
Oversee the operations of assigned department.  
Provide information on topics related to assigned department.  
Monitor returned books.  
Function as liaison for Texshare card program.  
Supervise staff in assigned area.  
Review circulation reports and set new due dates.  
Resolve patron and staff complaints.  
Report any emergencies and problems.  
Coordinate and assist in conducting inventory of materials.  
Collect and compile statistical information.  
Plan, coordinate, and execute training.  
Advise administration on hardware and software purchases and needs.  
Write and review policies related to the use of automation in the library.  
Serve as security administrator for computer services.  
Maintain expenditure control of library budgets.  
Advise management on budget and personnel matters.  
Counsel and advise staff on personnel matters.  
Coordinate hiring of library employees.  
Assist in the preparation of annual budget requests.  
Prepare statistical and narrative reports.  
Coordinate updating of all library operating letters.  
Allocate library materials.  
Confer with potential gift donors and administer the disposition of gifts.  
Order books and materials.  
Coordinate collection development activities.  
Enhance online and manual catalogs and files.  
Establish cataloging standards.  
Maintain department equipment and inventories.  
Perform other duties as assigned.

#### **Knowledge, Skills, and Abilities**

**Knowledge of:** the field of librarianship; library functions; computer hardware and software and their usage; Windows, Macintosh, and UNIX operating systems; international standards and

documentation; related outside agencies.

**Skill in:** working as team member; interacting courteously with people including problem patrons; effectively direct the work of others and motivate output; problem solving and decision making; prioritizing workload.

**Ability to:** understand and interpret policies and procedures; write memos, reports, policies and procedures, and statistical reports; perform intermediate math for statistical reports; plan complex operations; supervise staff; train individuals; work under pressure.

**Educational Experience**

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

**Other Requirements**