



## JOB FAMILY CONCEPT

This family consists of four levels. Levels are distinguished by the complexity and scope of work, degree of independence and autonomy, and level of supervision received. Positions in this family have a significant administrative role or provide professional-level duties for one or more library, museum or archives program/service areas. This job family is distinguished from the Library, Museum & Archives Technician job family by the requirement for advanced education/experience, and responsibility for planning, developing, implementing and administering programs, collections, systems and/or services. This family is distinguished from the Research job family by the emphasis on development and management of programs, collections and services. Positions in this family perform specialized functions affecting the content of library and museum collections, and/or direct and supervise unit activities in one or more functional areas, such as:

- Collection management
- Circulation
- Information Services (reference, public service)
- Intellectual access to collections (e.g. cataloging, archives)
- Administration
- Interlibrary loan
- Preservation

## TYPICAL FUNCTIONS

***The following are typical examples of work performed in this job family. Not all functions assigned to every position are included, nor is it expected that all positions will be assigned every typical function.***

- Manage one or more program/service area(s) including staff supervision; planning, developing and implementing services, systems, policies and procedures; budget development, maintenance and expenditures.
- Develop, manage and maintain one or more specialized collections including collection building, curation, exhibit development, housing, access, preservation and security
- Perform or supervise original descriptive and subject cataloging and classification in accordance with established cataloging rules
- Perform or supervise curatorial functions involving research, evaluation, acquisition, preservation, and collection utilization
- Act as liaison with collection users, community, and the other libraries
- Determine application of intellectual property and copyright laws and regulations
- Provide research guidance to clients in specialized subject areas
- Provide instruction to classes and special user groups
- Develop subject guides, web tutorials, finding aids, and other instructional materials
- Assess and evaluate collection services; select and/or design assessment tools; interpret and evaluate data; create reports and recommend improvements



- Contribute to professional association activities, including publications and presentations
- Serve on internal committees to assist with unit and campus management, planning, and governance
- Provide leadership in evaluation, selection, and implementation of new technologies.
- Prepare proposals and administer funded projects
- Serve as a foreign language or subject resource

### LEVELS AND COMPETENCIES

The primary distinction between levels is reflected in the Level Descriptors. As levels increase, the scope, complexity, and degree of independence increase. Higher levels may perform duties of lower levels. Education and experience are stated at the minimum threshold for the level. Additional education or experience may be desirable for some positions.

#### Level 1

**PCLS: 02721**

**\*\*\*Alternate PCLS: 09274**

**Grade 78  
Non-Exempt**

#### ***Descriptors***

Work is performed under administrative supervision. Oversee OR perform professional level duties in a unit, collection, function, or specialized program that is limited in complexity\* OR scope\*. Incumbents apply broad knowledge of principles, methods, practices, and resources to perform routine professional duties in several functional areas of work including: answering and researching reference requests, conducting presentations, cataloging, and assisting in writing sections of a proposal. Plan and perform the administration of program activities. In conjunction with higher level managers and/or senior administrator(s), develop processes and participate in the planning process. May lead\*\* staff.

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

Working knowledge of specialized collection or service area. Working knowledge of the principles, practices, and current developments of the profession. Working knowledge of the methods of classifying, cataloging and organizing materials. Working knowledge of research methods and tools such as on-line databases, web-based resources, and other reference materials used in locating materials and compiling information. Project management skills. Excellent interpersonal and presentation skills. Ability to lead\*\*.

#### ***Education and Experience\*\*\*\****

Bachelor's degree in related field and one year experience in relevant field (e.g. information science, museum studies, field of specialization, etc), or an equivalent combination of training and experience.



**Level 2**

**PCLS: 02722**

**\*\*\*Alternate PCLS: 09280**

**Grade 80  
Exempt**

***Descriptors***

Work is performed under general direction. Direct a unit and budget OR is responsible for multiple components of a comprehensive or specialized program or project that is moderate in complexity\* OR scope\*. Act as a specialist in an assigned area that performs more diverse and complicated work that may include record creation, cataloging, classification, conservation, and restoration. Respond to moderately complex\* requests for information. Create reports for use in executive level meetings. Identify financial needs and write proposals to secure funding. Negotiate partnerships, agreements and contracts with external organizations and agencies. In consultation with higher-level managers, recommend new program creation, participate in creating new programs, develop processes and participate in the planning process. Supervise\*\* staff. This level is distinguished from level one by supervisory\*\* responsibility, the advanced knowledge in a specialized subject, specialized collection or service area, the increased latitude to commit the unit/department to expenditures, determine priorities, and involvement in responding to requests for information. Decisions made at this level may impact the policy of another unit.

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

Same as level one, plus: Advanced knowledge of specialized collection or service area. Advanced knowledge of the principles, practices, and current developments of the profession. Advanced knowledge and skill in research methods and tools such as on-line databases, web-based resources, and other reference materials used in locating materials and compiling information. Knowledge of grant writing processes and ability to write proposals. Advanced knowledge of the methods of classifying, cataloging and organizing materials. Ability to synthesize information from multiple sources to create comprehensive reports. Ability to develop and implement policy. Ability to conduct workshops in areas of expertise. Ability to supervise\*\*.

***Education and Experience\*\*\*\****

Master's degree (e.g. information science, museum studies, field of specialization, etc), and one year relevant experience, or an equivalent combination of training and experience.

**Level 3**

**PCLS: 02723**

**\*\*\*Alternate PCLS: 09290**

**Grade 81  
Exempt**

Work is performed under general direction. Direct a unit and budget which may be mission critical OR serves as a subject matter expert for a program or project that is moderate in both complexity\* AND scope\*. Act as resource to create, maintain, interpret and verify complicated records and standards. Respond to requests for information from external constituencies, including deciphering requests and providing accurate information to correctly address request. Develop and manage special collections. Identify financial needs and write grants to secure funding. Exercise independent judgment to make recommendations, decisions, and commitments that directly impact



the programs and services related to the University. Recommend and create new programs, develop processes and participate in the planning process. Provide advice to senior management on professional standards, trends and best practices. Act on behalf of managers in their absence. In conjunction with management, set direction for larger reporting unit. Work at this level requires a high level of expertise in a wide range of services in order to evaluate and coordinate development, programs, and services. Ensure quality assurance and compliance with all required laws, regulations and guidelines. Supervise\*\* staff. This level is distinguished from lower levels by serving as a subject matter expert, having a larger scope of responsibility for the management of a large unit or role as a consultant to other units and the significance of serving as a sounding board for management, and the responsibility for independently developing, recommending and designing new programs.

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

Same as level two, plus: Expert knowledge of specialized collection or service area. Knowledge of and ability to interpret and apply appropriate laws and regulations. Familiarity with current trends in specialty field. Ability to participate in policy determination and design appropriate programs. Ability to develop, manage and maintain a special collection.

***Education and Experience\*\*\*\****

Master’s degree (e.g. information science, museum studies, field of specialization, etc), and two years relevant experience, or an equivalent combination of training and experience.

**Level 4**  
**PCLS: 02724**

**Grade 82**  
**Exempt**

***Descriptors***

Work is performed under long range administrative direction. Participate in overall planning, goal setting, and policy determination and provide expertise and service that is large in complexity\* AND scope\* and reaches beyond the unit. Direct or manage a major unit and budget that are large in complexity\* OR scope\*. Responsible for a comprehensive unit that has multiple operations, programs, or projects. Plan, develop, coordinate, implement, and assess policies, procedures, regulations, strategic and long-range plans that have a University wide impact. Set direction and policies for unit. Interpret and apply policies and regulations. Create reports or prepare documents for consideration that impacts funding or strategic planning. Recommend and create new programs, develop processes and participate in the planning process. Identify financial needs and write grants to secure funding. Broad discretion is given to negotiate partnerships, agreements, and contracts with external organizations and agencies with authority to commit the University/unit to the terms negotiated with these organizations/agencies. Authorized to commit the university to major expenditures and obligations. Supervise\*\* staff. This level is distinguished from the lower levels by the broader impact and consequences of decisions made at this level affecting University- and unit-wide processes and policies.



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

Same as level three, plus: Expert knowledge of university-wide policies and/or responsibilities. Ability to create, implement, assess, and shape the direction of programs and policies based on university needs, goals, and objectives. Ability to direct and manage multiple complex units.

***Education and Experience\*\*\*\****

Master's degree (e.g. information science, museum studies, field of specialization, etc), and three years relevant experience, or an equivalent combination of training and experience.

- \* **Complexity:** Refers to the higher level interpretation of and diversity of rules and regulations (e.g. Local, State, Federal, and University regulations related to library and museum services that includes but is not limited to health & safety, copyright, rules and regulations). Complexity increases as application, interpretation, and frequency of working with rules and regulations increases. Complex positions typically manage multiple diverse departments and functions.
- \* **Scope:** Refers to the impact that a unit has on the organization or those it impacts, or the size of the organization.
- \*\* **Lead:** Provide day-to-day guidance, training and direction for staff in addition to other duties. Regularly assign and review work. Fluent in assigned area of responsibility.
- \*\* **Supervise:** Hire, train, evaluate performance, and initiate corrective action.
- \*\*\* Exemption status determined on a case-by-case basis. Essential functions of each job will be reviewed and evaluated in accordance with Fair Labor Standards Act regulations.
- \*\*\*\* Education beyond high school may be substituted for experience on the basis of one academic year of study (i.e. 45 quarter hours or 30 semester credits or the equivalent) for 12 months of related experience.

[July 2009 revisions included formatting document for consistency, and adding alternate PCLS information.]