



1 TYPE OF REQUEST

Check appropriate request boxes. If master job description, please attached master list of positions.

- UPDATE AGENCY APPEAL MASTER # requested
JOB CORRECTION 5.3 APPEAL CAREER PROGRESSION GROUP
NEW POSITION

Table with 3 columns: MAJOR AGENCY CODE & PERSONNEL AREA CODE (0640), POSITION NUMBER (C99953), CURRENT PAY LEVEL (AS612), CURRENT OFFICIAL JOB CODE (164490), REQUESTED PAY LEVEL, REQUESTED OFFICIAL JOB CODE.

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)

Library Specialist Supervisor

REQUESTED OFFICIAL JOB TITLE

2 INFORMATION REQUIRED FOR NEW POSITION FOR LA GOV HCM AGENCIES ONLY

Table with 4 columns: ORGANIZATIONAL UNIT NUMBER (50030004), COST CENTER NUMBER /FUND, WORK PARISH (Lafayette), PERSONNEL SUBAREA (5000)

EMPLOYEE GROUP (CHOOSE ONE)

- FT HOURLY FT SALARY PT HOURLY

3 GENERAL INFORMATION

Table with 3 columns: EMPLOYEE'S NAME - LAST, FIRST (Gautreaux, Danielle), Employee Qualifies For Job (Yes), HUMAN RESOURCES CONTACT (T. Faye Cormier), AGENCY/DEPARTMENT - OFFICE - DIVISION (UL Lafayette - Library), HUMAN RESOURCES TELEPHONE ((337) 482-6247), OFFICIAL TITLE OF SUPERVISOR (Assistant Professor), DIRECT SUPERVISOR'S POSITION NUMBER (998762), HUMAN RESOURCES EMAIL (faye.cormier@louisiana.edu)

4 COMPARATIVE POSITIONS

List positions that have similar or identical duties to this position.

Table with 3 columns: INCUMBENT NAME, POSITION NUMBER, OFFICIAL JOB TITLE / AGENCY. Rows for Yolanda Landry and Shellee Shedd.

5 SUPERVISORY ELEMENTS

ORGANIZATIONAL CHART MUST BE ATTACHED

- DETERMINES WORK ASSIGNMENTS RECOMMENDS HIRING/PROMOTIONS TRAINS STAFF
REVIEWS AND APPROVES WORK PREPARES & SIGNS PES RATING APPROVES LEAVE

Table with 2 columns: NUMBER OF DIRECT SUBORDINATES

6 ATTACHMENTS

Check to indicate attachments.

- Organizational Chart (required) Duties / Responsibilities (required) Comments MJD Position Numbers Contracted Personnel Form

7 SIGNATURES

Sign and print below.

Table for signatures with columns for EMPLOYEE, DIRECT SUPERVISOR, APPOINTING AUTHORITY (Required), DATE, and certification checkboxes.

8 JOB DUTIES AND RESPONSIBILITIES

Provide a brief statement describing the function of work or reason why the position exists. List duties indicating the percent of time spent for each area of responsibility. If applicable, describe any unusual physical demands and/or unavoidable hazards of the position. Attach additional pages if necessary.

PERCENTAGES MUST TOTAL 100% LIST DUTIES IN DECREASING ORDER OF IMPORTANCE / COMPLEXITY. THE NEED FOR SPECIAL LICENSE, POLICE COMMISSION, KNOWLEDGE OR TRAINING MUST BE INDICATED BELOW, IF APPLICABLE.

This Library Specialist position is located within Public Services, with responsibilities as Supervisor for the Library Specialists in Reference & Research Services. This position coordinates the Microforms Collection. The Microforms Collection houses the Library's collection of materials on microform, including back issues of newspapers, periodicals and a variety of other materials. The department has machines for viewing all formats of microforms, and for printing from microfilm and microfiche.

80%

- Supervise, train, and evaluate two full-time civil service employees.
- Participate in the interviewing, evaluating, selection and hiring of personnel within department.
- Communicate the needs and suggestions of staff to management as well as from management to staff.
- Supervise and train student aides.
- Keep records of time worked by student aides.
- Plan, organize, assign and supervise all routines affecting the department.
- Perform all Reference Desk duties, sometimes alone on evenings and weekends.
- Assist users at the Reference Desk, both in person, via phone and virtually (text and chat).
- Provide detailed information on library services and answers questions from library patrons. Instruct users in use of online library catalog, electronic databases/print indexes, U.S. government documents and other library resources.
- Troubleshoot Reference Department computers and other library technology.
- Perform various digital tasks using standard word processing, spreadsheet and database applications.
- Prepare and maintain departmental manual.
- Maintain microforms collection, includes filing, shifting, etc.
- Assist users in locating and using microforms.
- Answer telephone inquiries.
- Prepare guides to the department.
- Prepare bibliographies of and indexes to material in the department, includes birth, marriage, and death records in the Lafayette Daily Advertiser.
- Prepare photocopies of microforms for Interlibrary Loan Department.

20%

- Demonstrate the use of microform readers and printers.
- Perform routine maintenance of readers and printers.
- Initiate service calls when necessary.
- Maintain records of the daily use of microforms.
- Collect, create and maintain library statistical reports; responsible for maintaining and analyzing statistics for all material utilized in the department.
- Compile monthly and annual reports.
- Lecture to classes and tour groups.
- Assemble displays.
- Attend departmental meetings