



UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Senior Archivist
Job Code: 093

Overtime Pay: Ineligible

Primary Responsibility

This is work maintaining, appraising or restoring archive collections.

Typical Tasks

Maintains or repairs antique books or records.
Advises university personnel regarding the retention or destruction of archive records.
Receives and catalogs archived books and records.
Trains or supervises staff in archive processes and procedures.

Minimum Qualifications

A high school diploma and seven years of appropriate experience. Appropriate college course work or vocational or technical training may substitute at an equivalent rate for the required experience.

For questions, please contact
Compensation and Classification in Human Resources at
Comp@mail.UCF.edu
or call (407) 823-2771

UCF Human Resources website:
<http://hr.ucf.edu>



UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Library Technical Assistant Supervisor

Job Code: 096

Overtime Pay: Eligible

Primary Responsibility

This is work supervising paraprofessional library employees.

Typical Tasks

Oversees the work of library employees.

Assigns tasks to library employees.

Insures tasks are completed thoroughly and in a timely manner.

Delegates routine and special assignments to library employees.

Minimum Qualifications

A high school diploma and five years of appropriate experience. Appropriate college course work or vocational or technical training may substitute at an equivalent rate for the required experience.

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UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Library Technical Assistant Specialist

Job Code: 233

Overtime Pay: Eligible

Primary Responsibility

This is advanced technical, public service, or administrative work requiring independent judgment in assisting library patrons and staff with library services, operations, or facilities. This work may involve creating procedures, negotiating with patrons, or assuming responsibility for a function. The work is performed under the general direction of the Department Head.

Typical Tasks

- May initiate and execute unique, high-level department specific functions
- May resolve complex library-wide bibliographic, archival, holding, or circulation problems
- May perform advanced or original cataloging
- May provide advanced reference service requiring comprehensive and specialized knowledge of resources
- May arbitrate and assign library fines, book bills or other charges as appropriate to library patrons; collect library funds such as fines, book bills, and other charges and be accountable for proper disposition of those funds.
- May hire, train, supervise, and assign tasks to student assistants
- May oversee the quality and quantity of work within a unit
- May insure tasks are completed in a thorough and timely manner
- May act as liaison to the teaching faculty to allocate or assign library materials, resources, and spaces
- May negotiate, interpret, and implement policies within an area of work
- May recommend changes and improvements to policies, procedures, equipment, or services

Minimum Qualifications

A high school diploma and five years of appropriate experience. Appropriate college course work or vocational or technical training may substitute at an equivalent rate for the required experience.

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UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Senior Library Technical Assistant
Job Code: 095

Overtime Pay: Eligible

Primary Responsibility

This is work performing specialized paraprofessional library support tasks.

Typical Tasks

Instructs patrons in the use of a variety of library and reference resources.
Conducts specialized bibliographic searches.
Conducts research for library acquisitions for the availability and cost of a particular item.
Contacts vendors to ascertain the availability of materials for purchase or to submit claims for damaged or missing items shipped.
Maintains fiscal records for a library department.
Catalogs and maintains audio visual materials.

Minimum Qualifications

A high school diploma and four years of appropriate experience. Appropriate college course work or vocational or technical training may substitute at an equivalent rate for the required experience.

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UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Library Technical Assistant
Job Code: 094

Overtime Pay: Eligible

Primary Responsibility

This is work performing basic paraprofessional library support tasks.

Typical Tasks

Assists patrons in locating materials.
Performs routine bibliographic searches.
Prepares catalog cards and processes materials for collections.
Maintains card catalog collections, shelf lists, stacks or databases.
Processes interlibrary loan transactions.
Receives and processes serials, periodicals, and journals for binding.

Minimum Qualifications

A high school diploma and two years of appropriate experience. Appropriate college course work or vocational or technical training may substitute at an equivalent rate for the required experience.

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