JOB SUMMARY

Supervises library staff and the functions of one or more library operations; processing; or service areas. Performs skilled and complex tasks requiring an in-depth understanding of practices and procedures as well as a specialized knowledge of a specific library functional area. Accesses; edits; and/or inputs data to various automated library databases for the purpose of processing; retrieving; and/or maintaining information within a specific functional area (e.g.; acquisitions; circulation; cataloging or reference). May be responsible for opening and closing facility. Responsible for and/or