

MARYLAND STATE LAW LIBRARY
POSITION DESCRIPTION

TITLE:

CLASSIFICATION: SUPERVISOR II
FUNCTIONAL TITLE: LIBRARY SERVICES ADMINISTRATIVE
ASSISTANT II

GRADE: 13

FLSA STATUS: NON-EXEMPT

MAIN PURPOSE OF POSITION:

Provision of a variety of complex administrative and clerical duties to assure effective and efficient library operation. The incumbent coordinates and supervises the operations of the facilities and collection maintenance services unit including two permanent library assistants. All administrative and secretarial duties attach to this position and include mastering of word processing programs, training of professional and paraprofessional staff in word processing skills, and coordination of the library's volunteer and publications programs. Works under the direction of the State Law Librarian.

DUTIES AND RESPONSIBILITIES:

- A. Supervision of the facilities and collection maintenance services unit of the State Law Library including two permanent staff positions.
 - A1. Assists with the coordination, tracking, monitoring of the quality and quantity of processing. Resolves filing and shelving problems. Documents and maintains current procedures related to secondary level processing.
 - A2. Supervises, in coordination with Law Collection Manager, stack maintenance and establishes procedures for routine maintenance of stack areas.
 - 1. Assists with the monitoring of available shelf/micro cabinet/AV space requirements.
 - 2. Anticipates and calculates solutions for growth/space problems.
 - 3. Develops alternative solutions for discussion and resolution with professional staff.

- A3. Manages receipt/distribution of mail and periodically evaluates work flow of this process.
 - A4. Oversees and assists with library preservation activities such as book repair, preservation photocopying, microfilming and disaster plan procedures.
 - A5. Prepares work schedules for two library assistant positions. Incumbent also supervises and evaluates performance and provides communications as needed.
 - A6. Assists in the interviewing/evaluation phase of filling new library assistant vacancies.
 - A7. Monitors library physical plant, recommends and specifies requirements for and procurement of materials, equipment and services related to the physical plant.
 - A8. Coordinates all library photocopying activities and includes training in the use of photocopy equipment, quality control and copyright compliance requirements.
- B. Performs a variety of complex clerical and administrative duties intended to assist the State Law Librarian in the accurate and timely administration of the library and to assist in the implementation of library policies.
- B1. Performs a variety of clerical/administrative duties including typing, word processing, filing, duplicating, record keeping, minute taking, scheduling and calendaring, invoicing, writing original correspondence in response to certain information requests, and preservation of important library archives and unique collections.
 - B2. Masters Word Perfect 5.1 word processing software applications and periodically provides training for professional/clerical staff in use of this software.
 - B3. Maintains and develops the library's forms collection file and provides for periodic revision and duplication of these forms.
 - B4. Maintains and assists in writing, development of the library's policies and procedures manual. Periodically communicates with library staff to solicit recommendations for revisions/amendments to the manual.
 - B5. Manages the cost recovery program of all library photoduplication services which are mailed/faxed to users. Includes account/invoicing management, record keeping and statistics gathering.

- B6. Prepares for cost estimates/coordinates planning for staff development, professional activities outside the library. Includes travel, conference registration and lodging arrangements.
- B7. Responsible for the input and design of text for most library publications on Wordperfect 5.1. Creates layout, edits and suggests final formats for brochures, pathfinders, guides, bibliographies, etc. drafted by professional staff.
- B8. Prepares minutes taken at all staff meetings and meetings of special committees including the Library Committee and provides the State Law Librarian with lists of actions taken at those meetings requiring follow through.
- B9. Acquires proficiency in the use of all library software applications including, but not limited to OCLC, the OPAC, acquisitions, serials and datanase management programs.
- C. Coordinates all activities of the Retired Senior Volunteer and Graduate Library School Intern Programs in which the library participates.
 - C1. Maintains communications and acts as liaison with Anne Arundel County Office of RSVP.
 - C2. Oversees all recordkeeping functions for library volunteers and interns.
 - C3. Provides support services to volunteers and interns and assists in planning for all recognition/award programs.
- D. Manages the library's micrographics program which includes, in consultation with professional library staff, responsibility for selection and preparation of materials for microfilming/microfiching, coordination of relationships with a micrographics vendor, quality control work and trouble shooting for subscribers to film products.
 - D1. Receives, prepares, inventories Court of Appeals/Court of Special Appeals Briefs and Record Extracts, Unreported Court of Special Appeals Slip Opinions, Maryland State Bar Association Ethic Opinions, various Study Commission Reports, and other materials as identified as requiring preservation by filming.
 - D2. Provides final quality control review of finished products received from micrographics vendor,

- E. Assists with the provision of reference/information services to library clientele by providing back up and substitute reference assistance on a regular basis. Answer a variety of questions through the provision of information and or referral services, using both print and electronic resources. Refers complex research inquiries to professional reference staff.

MINIMUM QUALIFICATIONS

REQUIRED:

EDUCATION & EXPERIENCE: Any combination equivalent to an undergraduate degree or five years of increasingly responsible administrative secretarial or professional level law library experience, including one year in providing work direction to others.

KNOWLEDGE OF: Modern office practices, procedures and equipment, record keeping techniques; principles and practices of administration, organization, policies and objectives; supervision and training; correct English usage, grammar, spelling punctuation and vocabulary; oral and written communication skills; interpersonal skills using tact, patience and courtesy; telephone technique and etiquette; operation of computer workstation hardware and related software applications; print and electronic legal reference materials; law making functions and processes of government with emphasis on the judicial branch; various library classification systems; library organization, function, policies and procedures; the law book publishing industry practices; public relations techniques and practices, micrographics industry processes; copyright fair use laws.

ABILITY TO: Perform complex, responsible and confidential secretarial work; use good judgment and make sound decisions in accordance with established policies and procedures; establish and maintain cooperative relationships with those contacted in the course of work; assist in the management of the administrative functions of the state law library; maintain in good order a variety of files and records; make arithmetic calculations quickly and accurately; understand and follow oral and written directions; work independently with limited direction; meet schedules and deadlines; train, supervise and provide work direction to others; communicate effectively, both orally and in writing; analyze situations accurately and adopt an effective course of action; master word processing skills and operate photocopiers, fax machines, CD Rom and personal computers.