

Job Template: Librarian 1

Occupational Group	Library
Job Family	Library Services
Job Path	Librarian
Job Title	Librarian 1
Job Category: P	Job Level: 4
FLSA Status: E	Job Code: J00000

P4: Level Standards

GENERAL ROLE

This level is accountable for directly providing service to any assigned work unit at the University. The service can focus on a single or a variety of job functions with varying degrees of independence. Positions at this level may supervise student or support employees.

Incumbents:

- Put into effect what is required by defined job duties and responsibilities following professional norms or established procedures and protocols for guidance.
- Alter the order in which work or a procedure is performed to improve efficiency and effectiveness.
- Recommend or implement modifications to practices and procedures to improve efficiency and quality, directly affecting the specific office operation or departmental procedure or practice.

INDEPENDENCE AND DECISION-MAKING

→ *Supervision Received*

- Works under direction.

→ *Context of Decisions*

- Decisions should involve selecting an approach from among alternatives, timing when certain tasks should be performed, determining how to best use available resources, and other similar choices.
- Decisions require more coordination and collaboration among different sources, taking into consideration the roles and impact on work outside the immediate organization.

→ *Job Controls*

- Has the latitude to make decisions on projects that they are accountable for delivering on.
- Free to plan and carry out all phases of work assignments.

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COMPLEXITY AND PROBLEM SOLVING

→ *Range of issues*

- Assignments are defined as less reoccurring or cyclical tasks, and primarily consist of development or refinement of programmatic or administrative objectives.

→ *Course of Resolution*

- Resolution and project completion require substantial planning and scheduling within the department in order to obtain and align resources when and where needed.

→ *Measure of Creativity*

- Problems are not amenable to strict technical resolution, requiring innovative thinking.

COMMUNICATION EXPECTATIONS

→ *Manner of Delivery and Content*

- Regularly provides information on finished materials to others.
- Diplomatically and effectively deliver information difficult to understand or in contrast with a student or customer's views.

SCOPE AND MEASURABLE EFFECT

- Incumbents may supervise a small homogenous department, with proportionate responsibility to perform daily responsibilities similar to the work of subordinate staff.
- Actions typically affect an individual, item, event, or incident, etc.
- Actions taken are generally done to meet reporting requirements or regulatory guidelines, or to satisfy internal checks and balances and/or existing standards.
- Incumbents are typically designated as a lead or frequently assigned project leadership roles within a specific administrative/programmatic function or specialty area.

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- Generally, have a more direct impact on a larger action or process, such as serving as an approver in a process, where the process is “owned” by a different work unit.

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Job Template

GENERAL SUMMARY

Expected to have a working knowledge of the specific subject and/or functional areas related to the position, defining the standard work tasks within established Library policies, practices, and procedures. Works independently as well as collaboratively. Must demonstrate critical thinking, creative problem solving, customer service, interpersonal, communication, and active learning skills while reinforcing the principles of inclusion and equity in daily responsibilities.

REPORTING RELATIONSHIPS AND TEAMWORK

Works under supervision of a supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The intent of this section is to list the primary, fundamental responsibilities of the job – that is, the duties that are central and vital to the role.

- Identifies, promotes, and provides products, tools, services, venues, and opportunities that align with and foster learning, research, publication, and scholarship.
- Selects, orders, receives, assesses, monitors, organizes, and/or catalogs new and continuing Library collections materials and resources in support of the University's curriculum and research needs as appropriate to position. Processes collections materials and resources for optimal patron discovery, access, and usability.
- Creates and performs in-person and online classroom instruction, reference and research services, workshops, and consultations as required by the position. Creates and maintains finding aids, service guides, usage instructions, and research tools to support learning and research.
- Supports and troubleshoots integrated library platforms, systems, and current technologies related to subject or functional responsibilities.
- Participates in the assessment of Library collections, programs, services, and resources.
- Supports the development, implementation, and evaluation of Library policies and procedures as related to position responsibilities.
- Participates in professional activities at a statewide, regional, and/or national level.
- Participates in development activities and donor engagement as appropriate.

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- Prepares and maintains various reports, files, records, documentation, and statistics.
- May serve as a student employee supervisor.
- Performs related work as required.

MINIMUM QUALIFICATIONS

- Master's degree in related field.

COMPETENCIES

Knowledge of:

- Principles and practices of library information science
- Products, tools, services, venues, and opportunities that foster learning, research, publication, and scholarship
- Standards and best practices within subject and/or functional area of expertise
- Community educational and research needs, including the principles and best practices of in-person and online instruction
- Assessment standards and best practices
- Scholarly research and communications processes
- Principles of diversity, equity, and inclusion
- Standards and best practices in public and customer service
- Best practices in critical thinking, creative problem solving, and analysis
- Current integrated library resource management systems as related to the position
- Principles and best practices in planning and organization
- Microsoft Office and related software applications

Skill in:

- Supporting and implementing practices, procedures, and workflows in area of position responsibility
- Delivering on community educational and research needs and principles and best practices of in-person and online instruction.

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- Reinforcing the principles of diversity, equity, and inclusion by working collaboratively with individuals of diverse backgrounds, experiences, and perspectives
- Demonstrating strong public service and interpersonal skills
- Critical thinking, creative problem solving, and analysis
- Learning and working effectively in current office applications, software, and communication technologies
- Delivering reliable, effective, and appropriate verbal and written communication that follows current professional standards, language, and grammar
- Planning and organization
- Preparing and maintaining accurate records and reports
- Creating and managing internal documentation, including training and group presentation materials

Ability to:

- Align current tools, services, venues, and opportunities to support learning, research, publications, and scholarship
- Actively engage with stakeholder communities through outreach and networking
- Participate in professional activities at a statewide, regional, and/or national level
- Make a positive contribution to a culture of inclusion and respect in all interactions within the Library and across the University
- Maintain the confidentiality of information and professional boundaries and continuously demonstrate strong public and customer service skills in all interactions
- Work independently to analyze information, draw conclusions and understandings, and present such conclusions effectively to stakeholders
- Maintain active learning skills and currency in professional standards, practices, procedures, policies, and technologies related to position responsibilities
- Continually deliver reliable, effective, and appropriate verbal and written communication that follows current professional standards and the correct use of language and grammar
- Successfully plan, organize, and manage workflows and operations
- Be responsive, flexible, and adaptive in approach to work
- Create and manage internal documentation, including training and group presentation materials

Job Template: Librarian 2

Occupational Group	Library
Job Family	Library Services
Job Path	Librarian
Job Title	Librarian 2
Job Category: P	Job Level: 5
FLSA Status: E	Job Code: J00001

P5: Level Standards

GENERAL ROLE

This level is accountable for serving in an advanced senior resource capacity in an area of specialization.

Incumbents:

- Serve in a subject leader and consultative capacity within an area of specialization.
- Serve in the most advanced capacity and frequently being assigned project leadership roles within a specific administrative/programmatic function or specialty area.

INDEPENDENCE AND DECISION-MAKING

→ *Supervision Received*

- Works under direction.
- Seeks approvals when significant changes to process steps are considered and additional resources for task completion are required.

→ *Context of Decisions*

- Decisions are driven by office/departmental policy and procedures.

→ *Job Controls*

- Free to plan and carry out all phases of work assignments.
- Has the latitude to make daily operational decisions.

COMPLEXITY AND PROBLEM SOLVING

→ *Range of issues*

- Issues tend to be operational in nature.

→ *Course of Resolution*

- Identifies issues and gathers facts.
- Must understand the smallest details of an assigned area.

Job Template: Librarian 2

Occupational Group	Library
Job Family	Library Services
Job Path	Librarian
Job Title	Librarian 2
Job Category: P	Job Level: 5
FLSA Status: E	Job Code: J00001

→ *Measure of Creativity*

- Problems are not amenable to strict technical resolution, requiring innovative thinking for resolution.

COMMUNICATION EXPECTATIONS

→ *Manner of Delivery and Content*

- Diplomatically and effectively deliver information difficult to understand or in contrast with a student or customer's views.

SCOPE AND MEASURABLE EFFECT

- Actions regularly affect a department or a project outcome with department/office impact.
- Actions generally have a direct impact on controlling such things as staff size and nature of work and scope of services.
- Performance results tend to relate to efficiency, fiscal practices and standing, quality/continuous improvement, timeliness, resource allocation/effectiveness, etc.

Job Template: Librarian 2

Occupational Group	Library
Job Family	Library Services
Job Path	Librarian
Job Title	Librarian 2
Job Category: P	Job Level: 5
FLSA Status: E	Job Code: J00001

Job Template

GENERAL SUMMARY

Expected to have a comprehensive knowledge of the specific subject and/or functional areas related to the position. Works both independently and collaboratively. Must demonstrate critical thinking, creative problem solving, customer service, interpersonal, communication, and active learning skills while reinforcing the principles of inclusion and equity in daily responsibilities. Engages in strong outreach and networking skills and sound professional judgement and decision-making practices, including resolving issues that require innovative thinking.

REPORTING RELATIONSHIPS AND TEAMWORK

Works under direction of a supervisor. May serve as a project or committee lead.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The intent of this section is to list the primary, fundamental responsibilities of the job – that is, the duties that are central and vital to the role.

- Identifies, promotes, and provides products, tools, services, venues, and opportunities that align with and foster learning, research, publication, and scholarship.
- Selects, orders, receives, assesses, monitors, organizes, and/or catalogs new and continuing Library collections materials and resources in support of the University's curriculum and research needs as appropriate to position. Processes collections materials and resources for optimal patron discovery, access, and usability.
- Creates and performs in-person and online classroom instruction, reference and research services, workshops, and consultations as required by the position. Creates and maintains finding aids, service guides, usage instructions, and research tools to support learning and research.
- Supports and troubleshoots integrated library platforms, systems, and current technologies related to subject or functional responsibilities.
- Participates in the assessment of Library collections, programs, services, and resources.
- Supports the development, implementation, and evaluation of Library policies and procedures as related to position responsibilities.
- Maintains active engagement in professional activities at a statewide, regional, and/or national level.

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Occupational Group	Library
Job Family	Library Services
Job Path	Librarian
Job Title	Librarian 2
Job Category: P	Job Level: 5
FLSA Status: E	Job Code: J00001

- Initiates and maintains relationships with internal and external stakeholders.
- Assumes responsibility for compliance with US copyright law, licenses, and Library and University policies for specified products and services.
- Participates in development activities and donor engagement as appropriate.
- Prepares and maintains various reports, files, records, documentation, and statistics.
- May serve as a student employee supervisor.
- Performs related work as required.

MINIMUM QUALIFICATIONS

- Master's degree in related field.
- Minimum of three years related professional experience.

COMPETENCIES

Knowledge of:

- Principles and practices of library information science
- Products, tools, services, venues, and opportunities that foster learning, research, publication, and scholarship
- Standards and best practices within subject and/or functional area of expertise
- Community educational and research needs and principles and best practices of in-person and online instruction
- Assessment standards and best practices
- Scholarly research and communications processes
- Service standards, policies, procedures, and processes of library operations, and of departments and University offices interfacing with the Library
- Principles of diversity, equity, and inclusion
- Standards and best practices in public and customer service
- Best practices in critical thinking, creative problem solving, and analysis
- Current integrated resource management systems as related to the position
- Principles and best practices in planning and organization
- Microsoft Office and related software applications

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Occupational Group	Library
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Job Category: P	Job Level: 5
FLSA Status: E	Job Code: J00001

Skill in:

- Supporting and implementing practices, procedures, and workflows in area of position responsibility
- Delivering community educational and research needs and principles and best practices of in-person and online instruction.
- Reinforcing the principles of diversity, equity, and inclusion and working collaboratively with individuals of diverse backgrounds, experiences, and perspectives
- Demonstrating strong public service and interpersonal skills; developing and maintaining effective and appropriate working relationships with internal and external audiences
- Critical thinking, creative problem solving, and analysis
- Learning and working effectively in current office applications, software, and communication technologies
- Delivering reliable, effective, and appropriate verbal and written communication that follows current professional standards, language, and grammar
- Planning and organization
- Preparing and maintaining accurate records and reports
- Creating and managing internal documentation, including training and group presentation materials

Ability to:

- Align current tools, services, venues, and opportunities to support learning, research, publications, and scholarship
- Actively engage with stakeholder communities through outreach and networking.
- Maintain active engagement in professional activities at a statewide, regional, and/or national level
- Make a positive contribution to a culture of inclusion and respect in all interactions within the Library and across the University
- Maintain the confidentiality of information and professional boundaries and continuously demonstrate strong public and customer service skills in all interactions
- Work independently to analyze information, draw conclusions and understandings, and present such conclusions effectively to stakeholders

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Occupational Group	Library
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Job Title	Librarian 2
Job Category: P	Job Level: 5
FLSA Status: E	Job Code: J00001

- Maintain active learning skills and currency in professional standards, practices, procedures, policies, and technologies related to position responsibilities
- Continually deliver reliable, effective, and appropriate verbal and written communication that follows current professional standards and the correct use of language and grammar
- Successfully plan, organize, and manage workflows and operations
- Be responsive, flexible, and adaptive in approach to work
- Create and manage internal documentation, including training and group presentation materials
- Manage student labor budgets and produce reports on budget expenditures

Job Template: Librarian 3

Occupational Group	Library
Job Family	Library Services
Job Path	Librarian
Job Title	Librarian 3
Job Category: P	Job Level: 6
FLSA Status: E	Job Code: J00002

P6: Level Standards

GENERAL ROLE

This level is accountable for serving in a highly advanced capacity in an area of specialization. The advanced resource capacity must be distinct from the regular or most common provision of work within the area of specialization. Positions at this level are not reflective of the majority of the workforce, but instead the most advanced functions within an area of specialization.

Incumbents:

- Serve in a subject leader and consultative capacity within an area of expertise.
- Set goals and objectives for team members to meet project initiatives and standards.
- Distribute project work.
- Evaluate and monitor the accuracy, quality, quantity, and timeliness to meet project milestones and objects.

INDEPENDENCE AND DECISION-MAKING

→ *Supervision Received*

- Works under direction.
- Seeks approvals when significant changes to process steps are considered and additional resources for task completion are required.

→ *Context of Decisions*

- Decisions are driven by departmental policy and procedures.
- Incumbents understand the smallest details of an assigned area.

→ *Job Controls*

- Free to plan and carry out all phases of work assignments, including the oversight of project staff.
- Has the latitude to make daily operational project decisions.

COMPLEXITY AND PROBLEM SOLVING

→ *Range of issues*

Job Template: Librarian 3

Occupational Group	Library
Job Family	Library Services
Job Path	Librarian
Job Title	Librarian 3
Job Category: P	Job Level: 6
FLSA Status: E	Job Code: J00002

- Issues are readily identified but cannot be understood and fixed in simple cause-effect terms.
- Variables affecting the problem are generally known.

→ Course of Resolution

- Utilizing an understanding of best practices and the way similar units run elsewhere, convincingly recommends, develops, and implements capital and process improvements to the area.

→ Measure of Creativity

- Problems require integrative solutions such as how technologies, processes, resources, and people all fit together

COMMUNICATION EXPECTATIONS

→ Manner of Delivery and Content

- Deliver statements and information in a combined persuasive and motivational fashion to subordinate staff, departmental and University administrators, and the campus community as a whole.

SCOPE AND MEASURABLE EFFECT

- Serve as a lead over major projects within a specific administrative/programmatic function or specialty area requiring specialized education.
- Actions regularly affect a department or an office-centric outcome with departmental impact.
- Actions generally have a direct impact on controlling such things as nature of work and scope of services.
- Actions may have high-risk financial, compliance, political or safety implications.
- Performance results tend to relate to efficiency, degree of waste/cost overruns, quality/continuous improvement, timeliness, resource allocation/effectiveness, etc.

Job Template: Librarian 3

Occupational Group	Library
Job Family	Library Services
Job Path	Librarian
Job Title	Librarian 3
Job Category: P	Job Level: 6
FLSA Status: E	Job Code: J00002

Job Template

GENERAL SUMMARY

Expected to have an advanced knowledge of the specific subject and/or functional areas related to the position and openly share their expertise and knowledge within the profession. Utilizes a proactive approach to engagement and problem solving, as issues often require integrative solutions. Employees at this rank demonstrate leadership abilities and are required to show continuous evidence of active involvement in scholarly activities. Must demonstrate advanced critical thinking, creative problem solving, customer service, interpersonal, communication, and active learning skills while reinforcing the principles of inclusion and equity in daily responsibilities.

REPORTING RELATIONSHIPS AND TEAMWORK

Works under direction of a supervisor or program director. Serves in an advanced senior resource capacity in area(s) of specialization. May serve as a project or committee lead.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The intent of this section is to list the primary, fundamental responsibilities of the job – that is, the duties that are central and vital to the role.

- Identifies, promotes, and provides products, tools, services, venues, and opportunities that align with and foster learning, research, publication, and scholarship.
- Selects, orders, receives, assesses, monitors, organizes, and/or catalogs new and continuing Library collections materials and resources in support of the University's curriculum and research needs as appropriate to position. Processes collections materials and resources for optimal patron discovery, access, and usability.
- Creates and performs in-person and online classroom instruction, reference and research services, workshops, and consultations as required by the position. Creates and maintains finding aids, service guides, usage instructions, and research tools to support learning and research.
- Serves as lead or subject matter expert for integrated library platforms, systems, and current technologies related to subject or functional responsibilities.
- Participates in the assessment of Library collections, programs, services, and resources.
- Maintains active engagement and creates significant contributions in professional activities at a statewide, regional, and/or national level.

Job Template: Librarian 3

Occupational Group	Library
Job Family	Library Services
Job Path	Librarian
Job Title	Librarian 3
Job Category: P	Job Level: 6
FLSA Status: E	Job Code: J00002

- Initiates and maintains successful relationships with internal and external stakeholders.
- Assumes responsibility for compliance with US copyright law, licenses, and Library and University policies for specified products and services.
- Participates in development activities and donor engagement as appropriate.
- Prepares and maintains various reports, files, records, documentation, and statistics.
- May serve as a student employee supervisor.
- Performs related work as required.

MINIMUM QUALIFICATIONS

- Master's degree in related field.
- Minimum of six years related professional experience.

COMPETENCIES

Knowledge of:

- Principles and practices of library information science
- Products, tools, services, venues, and opportunities that foster learning, research, publication, and scholarship at an advanced level
- Standards and best practices within subject and/or functional area of expertise
- Community educational and research needs and principles and best practices of in-person and online instruction
- Assessment standards and best practices
- Scholarly research and communications processes at an advanced level
- Service standards, policies, procedures, and processes of library operations, and of departments and University offices interfacing with the Library
- Principles of diversity, equity, and inclusion
- Standards and best practices in public and customer service
- Best practices in critical thinking, creative problem solving, and analysis
- Current integrated resource management systems at an advanced level as related to the position
- Principles and best practices in planning and organization at an advanced level
- Microsoft Office and related software applications

Job Template: Librarian 3

Occupational Group	Library
Job Family	Library Services
Job Path	Librarian
Job Title	Librarian 3
Job Category: P	Job Level: 6
FLSA Status: E	Job Code: J00002

Skill in:

- Supporting and implementing practices, procedures, and workflows within area of position responsibility at an advanced level
- Delivering community educational and research needs and principles and best practices of in-person and online instruction at an advanced level
- Reinforcing the principles of diversity, equity, and inclusion and working collaboratively with individuals of diverse backgrounds, experiences, and perspectives
- Modeling strong public service and interpersonal skills; developing and maintaining effective and appropriate working relationships with internal and external audiences
- Critical thinking, creative problem solving, and analysis
- Learning and working effectively in current office applications, software, and communication technologies
- Delivering reliable, effective, and appropriate verbal and written communication that follows current professional standards, language, and grammar at an advanced level
- Planning and organization at an advanced level
- Preparing and maintaining accurate records and reports
- Creating and managing internal documentation, including training and group presentation materials

Ability to:

- Align current tools, services, venues, and opportunities to support learning, research, publications, and scholarship at an advanced level
- Actively engage with stakeholder communities through outreach and networking.
- Maintain active engagement and create significant contributions in professional activities at a statewide, regional, and/or national level
- Make a positive contribution to a culture of inclusion and respect in all interactions within the Library and across the University
- Maintain the confidentiality of information and professional boundaries and continuously demonstrate strong public and customer service skills in all interactions
- Work independently to analyze information, draw conclusions and understandings, and present such conclusions effectively to stakeholders

Job Template: Librarian 3

Occupational Group	Library
Job Family	Library Services
Job Path	Librarian
Job Title	Librarian 3
Job Category: P	Job Level: 6
FLSA Status: E	Job Code: J00002

- Maintain an advanced level of active learning skills and currency in professional standards, practices, procedures, policies, and technologies related to position responsibilities
- Continually deliver reliable, effective, and appropriate verbal and written communication that follows current professional standards and the correct use of language and grammar at an advanced level
- Successfully plan, organize, and manage workflows and operations at an advanced level
- Be responsive, flexible, and adaptive in approach to work
- Create and manage internal documentation, including training and group presentation materials
- Manage budgets and produce reports on budget requests, encumbrances, and expenditures

Job Template: Librarian 3 - Manager

Occupational Group	Library
Job Family	Library Services
Job Path	Librarian
Job Title	Librarian 3 - Manager
Job Category: M	Job Level: 6
FLSA Status: E	Job Code: J00004

M6: Level Standards

GENERAL ROLE

This level is accountable for providing management of a small- to moderate-sized office or department charged with providing a variety of cross-disciplinary services. Incumbents should generally have oversight of professional and non-professional staff, as well as business and/or administrative operations. Positions at this level do not exclusively serve as the supervisory level to only student employees

Incumbents:

- Modify practices and procedures to improve efficiency and quality of services delivered by subordinate staff.
- Ensure policies and procedures are followed and functions are carried out efficiently and correctly.
- Are accountable for setting goals and objectives for staff members to achieve operational objectives and service standards.
- Distribute work and monitor workload among staff.
- Evaluate and monitor the accuracy, quality, quantity, and timeliness of services and activities.
- May develop/enhance processes and procedures to improve efficiency or effectiveness of services, as a means to fulfill departmental or office initiatives.

INDEPENDENCE AND DECISION-MAKING

→ *Supervision Received*

- Works under direction.
- Seeks approvals when significant changes to process steps are considered and additional resources for task completion are required.

→ *Context of Decisions*

- Decisions are driven by departmental policy and procedures.
- Understands the smallest details of an assigned area.

→ *Job Controls*

Job Template: Librarian 3 - Manager

Occupational Group	Library
Job Family	Library Services
Job Path	Librarian
Job Title	Librarian 3 - Manager
Job Category: M	Job Level: 6
FLSA Status: E	Job Code: J00004

- Free to plan and carry out all phases of work assignments, including the oversight of staff.
- Has the latitude to make daily operational decisions.

COMPLEXITY AND PROBLEM SOLVING

→ *Range of issues*

- Issues are readily identified but cannot be understood and fixed in simple cause-effect terms.
- Variables affecting the problem are generally known.

→ *Course of Resolution*

- Utilizing an understanding of best practices and the way similar units run elsewhere, convincingly recommends, develops, and implements capital and process improvements to the area.

→ *Measure of Creativity*

- Problems require integrative solutions such as how technologies, processes, resources, and people all fit together.

SCOPE AND MEASURABLE EFFECT

- Serve as a manager of a moderate-sized department or office charged with carrying out cross-disciplinary tasks or functions
- Actions regularly affect a department or an office-centric outcome with departmental impact.
- Actions generally have a direct impact on controlling such things as staff size and nature of work and scope of services.
- Actions may have high-risk compliance or safety implications.
- Performance results tend to relate to efficiency, degree of waste/cost overruns, quality/continuous improvement, timeliness, resource allocation/effectiveness, etc.

Job Template: Librarian 3 - Manager

Occupational Group	Library
Job Family	Library Services
Job Path	Librarian
Job Title	Librarian 3 - Manager
Job Category: M	Job Level: 6
FLSA Status: E	Job Code: J00004

Job Template

GENERAL SUMMARY

Expected to have an advanced knowledge of the specific subject and/or functional areas related to the position and openly share their expertise and knowledge within the profession. Utilizes a proactive approach to engagement and problem solving, as issues often require integrative solutions. Employees at this rank demonstrate leadership abilities and are required to show continuous evidence of active involvement in scholarly activities. Must demonstrate advanced critical thinking, creative problem solving, customer service, interpersonal, communication, and active learning skills while reinforcing the principles of inclusion and equity in daily responsibilities.

REPORTING RELATIONSHIPS AND TEAMWORK

Works under direction of a supervisor or program director. Serves in an advanced senior resource capacity in area(s) of specialization. Acts as direct supervisor for professional staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The intent of this section is to list the primary, fundamental responsibilities of the job – that is, the duties that are central and vital to the role.

- Supervises the work of assigned personnel and evaluates based on the Performance Management Guidelines as outlined by the Library, Human Resources, and the personnel's contractually specified evaluation process. Assigns, oversees, reviews, and evaluates work of direct reports. Establishes work schedule(s) and approves timecard(s). Maintains supervisory files.
- Serves as lead or subject matter expert for integrated library platforms, systems, and current technologies related to subject or functional responsibilities.
- Promotes inclusivity and is communicative about Library and unit priorities, opportunities, and challenges with direct reports. Encourages creative thinking amongst assigned personnel and actively fosters open communication. Supports involvement in professional development activities and provides training and internal development opportunities as appropriate to each position.
- Identifies, promotes, and provides products, tools, services, venues, and opportunities that align with and foster learning, research, publication, and scholarship.

Job Template: Librarian 3 - Manager

Occupational Group	Library
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Job Title	Librarian 3 - Manager
Job Category: M	Job Level: 6
FLSA Status: E	Job Code: J00004

- Selects, orders, receives, assesses, monitors, organizes, and/or catalogs new and continuing Library collections materials and resources in support of the University's curriculum and research needs as appropriate to position. Processes collections materials and resources for optimal patron discovery, access, and usability.
- Creates and performs in-person and online classroom instruction, reference and research services, workshops, and consultations as required by the position. Creates and maintains finding aids, service guides, usage instructions, and research tools to support learning and research.
- Participates and provides direction in the assessment of Library collections, programs, services, and resources.
- Develops, implements, and evaluates Library policies and procedures as related to position responsibilities.
- Maintains active engagement and creates significant contributions in professional activities at a statewide, regional, and/or national level.
- Initiates and maintains successful relationships with internal and external stakeholders.
- Assumes responsibility for compliance with US copyright law, licenses, and Library and University policies for specified products and services.
- Participates in development activities and donor engagement as appropriate.
- Oversees and maintains various reports, files, records, documentation, and statistics.
- Performs related work as required.

MINIMUM QUALIFICATIONS

- Master's degree in related field.
- Minimum of six years related professional experience.

COMPETENCIES

Knowledge of:

- Principles and practices of library information science

Job Template: Librarian 3 - Manager

Occupational Group	Library
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Job Category: M	Job Level: 6
FLSA Status: E	Job Code: J00004

- Products, tools, services, venues, and opportunities that foster learning, research, publication, and scholarship at an advanced level
- Standards and best practices within subject and/or functional area of expertise
- Community educational and research needs and principles and best practices of in-person and online instruction
- Assessment standards and best practices
- Scholarly research and communications processes at an advanced level
- Service standards, policies, procedures, and processes of library operations, and of departments and University offices interfacing with the Library
- Principles of diversity, equity, and inclusion
- Standards and best practices in public and customer service
- Best practices in critical thinking, creative problem solving, and analysis
- Current integrated resource management systems at an advanced level as related to the position
- Principles and best practices in planning and organization at an advanced level
- Principles and best practices of employee supervision
- Microsoft Office and related software applications

Skill in:

- Supporting and implementing practices, procedures, and workflows within area of position responsibility at an advanced level
- Delivering community educational and research needs and principles and best practices of in-person and online instruction at an advanced level
- Reinforcing the principles of diversity, equity, and inclusion and working collaboratively with individuals of diverse backgrounds, experiences, and perspectives
- Modeling strong public service and interpersonal skills; developing and maintaining effective and appropriate working relationships with internal and external audiences
- Critical thinking, creative problem solving, and analysis
- Learning and working effectively in current office applications, software, and communication technologies

Job Template: Librarian 3 - Manager

Occupational Group	Library
Job Family	Library Services
Job Path	Librarian
Job Title	Librarian 3 - Manager
Job Category: M	Job Level: 6
FLSA Status: E	Job Code: J00004

- Delivering reliable, effective, and appropriate verbal and written communication that follows current professional standards, language, and grammar at an advanced level
- Planning and organization at an advanced level
- Preparing and maintaining accurate records and reports
- Creating and managing internal documentation, including training and group presentation materials
- Employee supervision, leadership, and mentoring

Ability to:

- Align current tools, services, venues, and opportunities to support learning, research, publications, and scholarship at an advanced level
- Actively engage with stakeholder communities through outreach and networking.
- Maintain active engagement and create significant contributions in professional activities at a statewide, regional, and/or national level
- Make a positive contribution to a culture of inclusion and respect in all interactions within the Library and across the University
- Maintain the confidentiality of information and professional boundaries and continuously demonstrate strong public and customer service skills in all interactions
- Work independently to analyze information, draw conclusions and understandings, and present such conclusions effectively to stakeholders
- Maintain an advanced level of active learning skills and currency in professional standards, practices, procedures, policies, and technologies related to position responsibilities
- Continually deliver reliable, effective, and appropriate verbal and written communication that follows current professional standards and the correct use of language and grammar at an advanced level
- Successfully plan, organize, and manage workflows and operations at an advanced level
- Be responsive, flexible, and adaptive in approach to work
- Create and manage internal documentation, including training and group presentation materials
- Manage budgets and produce reports on budget requests, encumbrances, and expenditures
- Effectively supervise, lead, and motivate others

Job Template: Librarian 4

Occupational Group	Library
Job Family	Library Services
Job Path	Librarian
Job Title	Librarian 4
Job Category: P	Job Level: 7
FLSA Status: E	Job Code: J00003

P7: Level Standards

GENERAL ROLE

This level is accountable for serving in an expert resource capacity in an area of specialization. Positions at this level are not reflective of the majority of the workforce, but instead the most complex functions within an area of specialization.

Incumbents:

- Serve in a subject leader and consultative capacity within an area of expertise.
- Provide analytical, technical, and advisory support to leaders and decisions makers within the same disciplinary track.
- Lead projects or initiatives within the specific area of expertise, to include leading vendors or cross-functional departments or teams.
- Research and apply better ways to effectively achieve end results by, for example, arranging/rearranging the way work is performed, changing elements of processes, and adding or deleting new or unnecessary capabilities/functionalities as needed.
- Set project objectives, immediate- and/or long-term, as a means to fulfill project initiatives.

INDEPENDENCE AND DECISION-MAKING

→ Supervision Received

- Works under general direction.
- Seeks assistance only when unique situations arise, coupled with financial impact to the division and political consequence.

→ Context of Decisions

- Work is focused on and regulated by specific department/division goals and milestones.

→ Job Controls

- Act based on own judgement as long as actions adhere to division policies and operating procedures, and remain focused on the department and division objectives and missions.
- Subject to managerial controls through conferences, review of reports, and occasional on-site visits or check-ins.

Job Template: Librarian 4

Occupational Group	Library
Job Family	Library Services
Job Path	Librarian
Job Title	Librarian 4
Job Category: P	Job Level: 7
FLSA Status: E	Job Code: J00003

- Managerial controls are exercised on the incumbent for matters of intermediate- and long-range planning, budgetary, and human resources based matters.

COMPLEXITY AND PROBLEM SOLVING

→ *Range of issues*

- Problems are unique and unexpected.
- Challenges for problems arise due to lack of precedent.

→ *Course of Resolution*

- Problems require response/adaptation to changing conditions or circumstances, necessitating enterprise and new approaches with broad impacting effects.
- Problem resolution should regularly require collaboration and coordination with units internal to the division, with occasional collaboration and coordination outside the division.

→ *Measure of Creativity*

- Incumbents are regularly required to develop new methods/methodology for evaluation and implementation plans for new initiatives.

COMMUNICATION EXPECTATIONS

→ *Manner of Delivery and Content*

- Deliver statements and information in a combined persuasive and motivational fashion to subordinate staff, departmental and University administrators, and the campus community as a whole.

SCOPE AND MEASURABLE EFFECT

- Serve as an expert on specific subject matter evidenced by regularly researching and producing reports (e.g., white papers) on technical matters of systematic importance and consulting with managers throughout the division/University on specific issues in the position's area of expertise.
- Actions regularly affect a departmental outcome with division-wide impact.

Job Template: Librarian 4

Occupational Group	Library
Job Family	Library Services
Job Path	Librarian
Job Title	Librarian 4
Job Category: P	Job Level: 7
FLSA Status: E	Job Code: J00003

- Actions have a direct impact on controlling such things as project scope, team size and nature of assignments, operating budget, etc.
- Actions may have high-risk financial, compliance, political, or safety implications.
- Performance results tend to be related to efficiency, degree of waste/cost overruns, quality/continuous improvement, timeliness, resource allocation/effectiveness, etc.

Job Template: Librarian 4

Occupational Group	Library
Job Family	Library Services
Job Path	Librarian
Job Title	Librarian 4
Job Category: P	Job Level: 7
FLSA Status: E	Job Code: J00003

Job Template

GENERAL SUMMARY

Expected to have expert level knowledge in the specific subject and/or functional areas related to the position and maintain a significant level of engagement in scholarly activities. Regarded as an expert in the field and supports the UConn Library and its community through proven accomplishments of significant impact in Library, University, and/or public engagement. Employees at this level demonstrate excellent leadership, communication, professional judgement, knowledge sharing, relationship building, and decision-making practices while reinforcing the principles of inclusion and equity in daily responsibilities.

REPORTING RELATIONSHIPS AND TEAMWORK

Works under general direction of a supervisor or program director. Serves as an expert senior resource in area of specialization. May serve as a project or committee lead.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The intent of this section is to list the primary, fundamental responsibilities of the job – that is, the duties that are central and vital to the role.

- Identifies, promotes, and provides products, tools, services, venues, and opportunities that align with and foster learning, research, publication, and scholarship.
- Selects, orders, receives, assesses, monitors, organizes, and/or catalogs new and continuing Library collections materials and resources in support of the University's curriculum and research needs as appropriate to position. Processes collections materials and resources for optimal patron discovery, access, and usability.
- Creates and performs in-person and online classroom instruction, reference and research services, workshops, and consultations as required by the position. Creates and maintains finding aids, service guides, usage instructions, and research tools to support learning and research.
- Serves as lead or subject matter expert for integrated library platforms, systems, and current technologies related to subject or functional responsibilities.
- Participates in the assessment of Library collections, programs, services, and resources.
- Provides leadership and creates significant contributions in professional activities at a statewide, regional, and/or national level.

Job Template: Librarian 4

Occupational Group	Library
Job Family	Library Services
Job Path	Librarian
Job Title	Librarian 4
Job Category: P	Job Level: 7
FLSA Status: E	Job Code: J00003

- Initiates and maintains successful relationships with internal and external stakeholders.
- Assumes responsibility for compliance with US copyright law, licenses, and Library and University policies for specified products and services.
- Provides meaningful contributions to development activities and donor engagement.
- Prepares and maintains various reports, files, records, documentation, and statistics.
- May serve as a student employee supervisor.
- Performs related work as required.

MINIMUM QUALIFICATIONS

- Master's degree in related field.
- Minimum of nine years related professional experience.

COMPETENCIES

Knowledge of:

- Principles and practices of library information science
- Products, tools, services, venues, and opportunities that foster learning, research, publication, and scholarship at an expert level
- Standards and best practices within subject and/or functional area of expertise
- Community educational and research needs and principles and best practices of in-person and online instruction
- Assessment standards and best practices
- Scholarly research and communications processes at an expert level
- Service standards, policies, procedures, and processes of library operations, and of departments and University offices interfacing with the Library
- Principles of diversity, equity, and inclusion
- Standards and best practices in public and customer service
- Best practices in critical thinking, creative problem solving, and analysis
- Current integrated resource management systems as related to the position at an expert level
- Principles and best practices in planning and organization at an expert level

Job Template: Librarian 4

Occupational Group	Library
Job Family	Library Services
Job Path	Librarian
Job Title	Librarian 4
Job Category: P	Job Level: 7
FLSA Status: E	Job Code: J00003

- Microsoft Office and related software applications

Skill in:

- Developing and implementing practices, procedures, and workflows in area of position responsibility at an expert level
- Delivering community educational and research needs and principles and best practices of in-person and online instruction at an expert level
- Reinforcing the principles of diversity, equity, and inclusion and working collaboratively with individuals of diverse backgrounds, experiences, and perspectives
- Modeling strong public service and interpersonal skills; developing and maintaining effective and appropriate working relationships with internal and external audiences
- Critical thinking, creative problem solving, and analysis
- Learning and working effectively in current office applications, software, and communication technologies
- Delivering reliable, effective, and appropriate verbal and written communication that follows current professional standards, language, and grammar at an expert level
- Planning and organization at an expert level
- Preparing and maintaining accurate records and reports
- Creating and managing internal documentation, including training and group presentation materials

Ability to:

- Align current tools, services, venues, and opportunities to support learning, research, publications, and scholarship at an expert level
- Actively engage with stakeholder communities through outreach and networking.
- Provide leadership and/or create high-impact contributions for professional activities at a statewide, regional, and/or national level
- Make a positive contribution to a culture of inclusion and respect in all interactions within the Library and across the University
- Maintain the confidentiality of information and professional boundaries and continuously demonstrate strong public and customer service skills in all interactions

Job Template: Librarian 4

Occupational Group	Library
Job Family	Library Services
Job Path	Librarian
Job Title	Librarian 4
Job Category: P	Job Level: 7
FLSA Status: E	Job Code: J00003

- Work independently to analyze information, draw conclusions and understandings, and present such conclusions effectively to stakeholders
- Maintain an expert level of active learning skills and currency in professional standards, practices, procedures, policies, and technologies related to position responsibilities
- Continually deliver reliable, effective, and appropriate verbal and written communication that follows current professional standards and the correct use of language and grammar at an expert level
- Successfully plan, organize, and manage workflows and operations at an expert level
- Be responsive, flexible, and adaptive in approach to work
- Create and manage internal documentation, including training and group presentation materials
- Manage budgets and produce reports on budget requests, encumbrances, and expenditures

Job Template: Librarian 4 - Manager

Occupational Group	Library
Job Family	Library Services
Job Path	Librarian
Job Title	Librarian 4 - Manager
Job Category: M	Job Level: 7
FLSA Status: E	Job Code: J00005

M7: Level Standards

GENERAL ROLE

This level is accountable for providing management of a moderate- to notably-sized department charged with providing a variety of cross-disciplinary services. Incumbents should have oversight of professional and non-professional staff, as well as business and/or administrative operations. Positions at this level do not exclusively serve as the supervisory level to only student employees.

Incumbents:

- Modify practices and procedures to improve efficiency and quality of service delivered by subordinate staff.
- Research and apply better ways to effectively achieve end results by, for example, arranging/rearranging the way work is performed, changing elements of processes, and adding or deleting new or unnecessary capabilities/functionalities for subordinate staff, as needed.
- Set staff objectives, immediate- and/or long-term, as a means to fulfill departmental or division initiatives.
- Provide analytical, technical, and advisory support to more senior members within the same disciplinary track
- May determine how to achieve directives set by directors, at a department level.

INDEPENDENCE AND DECISION-MAKING

→ *Supervision Received*

- Works under general direction.
- Seeks assistance only when unique situations arise, coupled with financial impact to the division, and political consequence.

→ *Context of Decisions*

- Work is focused on and regulated by specific division goals and milestones.

→ *Job Controls*

Job Template: Librarian 4 - Manager

Occupational Group	Library
Job Family	Library Services
Job Path	Librarian
Job Title	Librarian 4 - Manager
Job Category: M	Job Level: 7
FLSA Status: E	Job Code: J00005

- Incumbents act based on own judgement as long as actions adhere to division policies and operating procedures, and remain focused on the division and departmental objectives.
- Subject to managerial controls through conferences, review of reports, and occasional departmental visits.
- Managerial controls are exercised on incumbents for matters of policy development and coordination, intermediate- and long-range planning, budgetary, and human resources based matters.

COMPLEXITY AND PROBLEM SOLVING

→ Range of issues

- Problems are unique and unexpected.
- Challenges for problems arise due to lack of precedent or policy at a division or University level.

→ Course of Resolution

- Problems require response/adaptation to changing conditions or circumstances, necessitating enterprise and new approaches.
- Problem resolution should frequently require collaboration and coordination with units internal to the division, with occasional collaboration and coordination outside the division.

→ Measure of Creativity

- Incumbents are required to develop new policy for approval and conceptualize an implementation plan for new procedures or processes due to the new policy.

COMMUNICATION EXPECTATIONS

→ Manner of Delivery and Content

- Deliver statements and information in a combined persuasive and motivational fashion to subordinate staff, departmental and University administrators, and the campus community as a whole

SCOPE AND MEASURABLE EFFECT

Job Template: Librarian 4 - Manager

Occupational Group	Library
Job Family	Library Services
Job Path	Librarian
Job Title	Librarian 4 - Manager
Job Category: M	Job Level: 7
FLSA Status: E	Job Code: J00005

- Manage a department of notable size, complexity, and significance that, in part, directly affects how well the organization to which the department belongs operates.
- Actions regularly affect a department or a project outcome with division-wide impact.
- Actions generally have a direct impact on controlling such things as program scope, staff size and nature of work, scope of services, operating budget, etc.
- Actions may have high-risk financial, compliance, political or safety implications.
- Incumbents' actions generally have a direct impact on controlling such things as program scope, staff size and nature of work, scope of services, operating budget, etc.
- Incumbents' actions may have high risk financial, compliance, political or safety implications.
- Performance results tend to related to efficiency, degree of waster/cost overruns, quality/continuous improvement, timeliness, resource allocation/effectiveness, etc.

Job Template: Librarian 4 - Manager

Occupational Group	Library
Job Family	Library Services
Job Path	Librarian
Job Title	Librarian 4 - Manager
Job Category: M	Job Level: 7
FLSA Status: E	Job Code: J00005

Job Template

GENERAL SUMMARY

Expected to have expert level knowledge in the specific subject and/or functional areas related to the position and maintain a significant level of engagement in scholarly activities. Regarded as an expert in the field and supports the UConn Library and its community through proven accomplishments of significant impact in Library, University, and/or public engagement. Employees at this level demonstrate excellent leadership, communication, professional judgement, knowledge sharing, relationship building, and decision-making practices while reinforcing the principles of inclusion and equity in daily responsibilities.

REPORTING RELATIONSHIPS AND TEAMWORK

Works under general direction of a supervisor or program director. Serves as an expert senior resource in area of specialization. Acts as direct supervisor for professional staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The intent of this section is to list the primary, fundamental responsibilities of the job – that is, the duties that are central and vital to the role.

- Supervises the work of assigned personnel and evaluates based on the Performance Management Guidelines as outlined by the Library, Human Resources, and the personnel's contractually specified evaluation process. Assigns, oversees, reviews, and evaluates work of direct reports. Establishes work schedule(s) and approves timecard(s). Maintains supervisory files.
- Serves as lead or subject matter expert for integrated library platforms, systems, and current technologies related to subject or functional responsibilities.
- Promotes inclusivity and is communicative about Library and unit priorities, opportunities, and challenges with direct reports. Encourages creative thinking amongst assigned personnel and actively fosters open communication. Supports involvement in professional development activities and provides training and internal development opportunities as appropriate to each position.
- Identifies, promotes, and provides products, tools, services, venues, and opportunities that align with and foster learning, research, publication, and scholarship.
- Selects, orders, receives, assesses, monitors, organizes, and/or catalogs new and continuing Library collections materials and resources in support of the University's

Job Template: Librarian 4 - Manager

Occupational Group	Library
Job Family	Library Services
Job Path	Librarian
Job Title	Librarian 4 - Manager
Job Category: M	Job Level: 7
FLSA Status: E	Job Code: J00005

curriculum and research needs as appropriate to position. Processes collections materials and resources for optimal patron discovery, access, and usability.

- Creates and performs in-person and online classroom instruction, reference and research services, workshops, and consultations as required by the position. Creates and maintains finding aids, service guides, usage instructions, and research tools to support learning and research.
- Provides direction in the assessment of Library collections, programs, services, and resources.
- Develops, implements, and evaluates Library policies and procedures as related to position responsibilities.
- Provides leadership and creates significant contributions in professional activities at a statewide, regional, and/or national level.
- Initiates and maintains successful relationships with internal and external stakeholders.
- Assumes responsibility for compliance with US copyright law, licenses, and Library and University policies for specified products and services.
- Provides meaningful contributions to development activities and donor engagement.
- Oversees and maintains various reports, files, records, documentation, and statistics.
- Performs related work as required.

MINIMUM QUALIFICATIONS

- Master's degree in related field.
- Minimum of nine years related professional experience.

COMPETENCIES

Knowledge of:

- Principles and practices of library information science
- Products, tools, services, venues, and opportunities that foster learning, research, publication, and scholarship at an expert level
- Standards and best practices within subject and/or functional area of expertise

Job Template: Librarian 4 - Manager

Occupational Group	Library
Job Family	Library Services
Job Path	Librarian
Job Title	Librarian 4 - Manager
Job Category: M	Job Level: 7
FLSA Status: E	Job Code: J00005

- Community educational and research needs and principles and best practices of in-person and online instruction
- Assessment standards and best practices
- Scholarly research and communications processes at an expert level
- Service standards, policies, procedures, and processes of library operations, and of departments and University offices interfacing with the Library
- Principles of diversity, equity, and inclusion
- Standards and best practices in public and customer service
- Best practices in critical thinking, creative problem solving, and analysis
- Current integrated resource management systems as related to the position at an expert level
- Principles and best practices in planning and organization at an expert level
- Principles and best practices of employee supervision
- Microsoft Office and related software applications

Skill in:

- Developing and implementing practices, procedures, and workflows in area of position responsibility at an expert level
- Delivering community educational and research needs and principles and best practices of in-person and online instruction at an expert level
- Reinforcing the principles of diversity, equity, and inclusion and working collaboratively with individuals of diverse backgrounds, experiences, and perspectives
- Modeling strong public service and interpersonal skills; developing and maintaining effective and appropriate working relationships with internal and external audiences
- Critical thinking, creative problem solving, and analysis
- Learning and working effectively in current office applications, software, and communication technologies
- Delivering reliable, effective, and appropriate verbal and written communication that follows current professional standards, language, and grammar at an expert level
- Planning and organization at an expert level
- Preparing and maintaining accurate records and reports

Job Template: Librarian 4 - Manager

Occupational Group	Library
Job Family	Library Services
Job Path	Librarian
Job Title	Librarian 4 - Manager
Job Category: M	Job Level: 7
FLSA Status: E	Job Code: J00005

- Creating and managing internal documentation, including training and group presentation materials
- Employee supervision, leadership, and mentoring

Ability to:

- Align current tools, services, venues, and opportunities to support learning, research, publications, and scholarship at an expert level
- Actively engage with stakeholder communities through outreach and networking
- Provide leadership and/or create high-impact contributions for professional activities at a statewide, regional, and/or national level
- Make a positive contribution to a culture of inclusion and respect in all interactions within the Library and across the University
- Maintain the confidentiality of information and professional boundaries and continuously demonstrate strong public and customer service skills in all interactions
- Work independently to analyze information, draw conclusions and understandings, and present such conclusions effectively to stakeholders
- Maintain an expert level of active learning skills and currency in professional standards, practices, procedures, policies, and technologies related to position responsibilities
- Continually deliver reliable, effective, and appropriate verbal and written communication that follows current professional standards and the correct use of language and grammar at an expert level
- Successfully plan, organize, and manage workflows and operations at an expert level
- Be responsive, flexible, and adaptive in approach to work
- Create and manage internal documentation, including training and group presentation materials
- Manage budgets and produce reports on budget requests, encumbrances, and expenditures
- Effectively supervise, lead, and motivate others