

Library/Museum Job Family:

Library Administrator Progression

These generic job title summaries are intended to indicate the kinds of tasks and levels of work complexity that will be required of positions classified to any of these titles and are not intended to be construed as declaring the specific duties and responsibilities of any particular position. The use of particular expressions or illustrations describing functions within a specific job title does not exclude other duties of a similar kind and/or level of complexity. Positions are classified to a particular job title based upon the predominant level of expected work complexity. ***A position that is classified into this title and band must meet the Cornell requirements for exemption under the FLSA***

GENERIC JOB PROFILE SUMMARIES

Library Administrator II MANAGEMENT	Library Administrator III MANAGEMENT	Library Administrator IV MANAGEMENT
Supervise, plan, schedule and review work of supporting staff; hire, train, and evaluate staff, including student employees.	Supervise, plan, schedule and review work of supporting staff and manage all non-academic personnel operations; interview, hire, train and make recommendations concerning the evaluation, promotion and termination of support staff; oversee all student personnel operations.	Supervise, plan, schedule, and review work of supporting staff and lead all non-academic personnel operations; interview, hire, train, and make decisions concerning the evaluation, promotion, and termination of support staff; oversee all student personnel operations.
Establish and coordinate work flow between operating unit and other on-off- campus units.		Develop and oversee work flows between operating unit and other, similar on- and off-campus units.
Oversee operations; interpret and enforce library policy when appropriate.	Oversee operations; interpret and enforce library policy when non-standard situations arise.	Oversee all related operations; recommend, implement, interpret, and enforce library policy when non-standard situations arise.
Assist with the development of policies and procedures and coordinate their dissemination.	Investigate and recommend departmental policy and procedures, and oversee their dissemination.	Research and recommend departmental policy and procedures; oversee their dissemination and lead their implementation.
Approve, monitor and analyze monthly budget expenditures and assist with the budgeting of discretionary funds.	Develop, monitor and analyze monthly budgets and expenditures.	Develop, monitor, and analyze monthly budgets and expenditures; recommend changes as appropriate.
Serve as resource person for others in and outside the unit, requiring familiarity with many levels of library-related issues.	Provide guidance to others in and outside the unit, requiring familiarity with many levels of library-related issues; serve as primary information source to academic and non-academic personnel.	Provide leadership and guidance to those outside the unit performing similar functions, requiring a deep understanding of many levels of library-related issues; serve as functional expert for academic and non-academic personnel.

Library Administrator II MANAGEMENT	Library Administrator III MANAGEMENT	Library Administrator IV MANAGEMENT
Supervise special projects.	Manage/complete special reports and/or projects as assigned by the department/unit head.	Develop, prepare, and deliver special reports and/or projects as assigned by supervisor and/or library administrators.
Serve as dept/unit liaison with other units and CUL libraries.	Serve as dept/unit liaison with other units and CUL libraries.	Serve as internal expert in functions related to area of work.
	Oversee maintenance of building care and respond to after-hours security and emergency calls; responsible for maintaining high standards of safety and aesthetics throughout facilities.	Oversee maintenance of building care and respond to after-hours security and emergency calls; responsible for maintaining high standards of safety and aesthetics throughout facilities.
Address and resolve complex problems with library patrons and/or vendors.		Negotiate on behalf of unit/CUL with external constituents and vendors.
	Analyze and manipulate data.	Analyze and manipulate data.
	Recommend and implement policy for University records management.	Develop, recommend, and implement policy in area of expertise.
	Negotiate and execute licensing agreements that commit significant University resources long-term, ensuring that such agreements comply with the established University and Library guidelines.	Negotiate and execute licensing agreements that commit significant University resources long-term, ensuring that such agreements comply with the established University and Library guidelines.
		Work directly and indirectly with students, staff, and faculty, as well as with external constituents, partners, and vendors, ensuring that communication is of a high-level.
		Maintain active knowledge of trends in the field, nationally and internationally, and lead efforts to improve and expand local services; may involve attending appropriate conferences.
		Serve on regional and national task forces, committees, and advisory boards, requiring recognition of expertise in area of work.

JOB FACTOR PROFILE TABLE

FACTOR PROFILE	10529 LIBRARY ADMINISTRATOR II, BAND E	11073 LIBRARY ADMINISTRATOR III, BAND F	11860 LIBRARY ADMINISTRATOR IV, BAND G
MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY	Associate’s degree and 2 to 4 years relevant experience or equivalent combination	Bachelor’s degree and 3 to 5 years relevant experience or equivalent combination	Bachelor’s degree and 5 to 7 years relevant experience or equivalent combination
IMPACT	Moderate impact	Moderate impact	Significant impact
CONTACTS - INSIDE	Provide guidance Coordinate activities	Provide guidance Coordinate activities	Receive information; provide information to supervisor and associated staff; work with departments critical to service provision; coordinate activities.
CONTACTS - OUTSIDE	Provide information within pre-established documents or programs	Provide information within pre-established documents or programs	Give presentations, serve on regional and national working groups, committees, and task forces.
CONTACTS - STUDENTS	Frequent contact to provide information and instruction	Frequent contact to provide information and instruction	Frequent contacts with students, staff, and faculty to provide information and instruction.

FACTOR PROFILE	10529 LIBRARY ADMINISTRATOR II, BAND E	11073 LIBRARY ADMINISTRATOR III, BAND F	11860 LIBRARY ADMINISTRATOR IV, BAND G
SUPERVISION	Day-to-day supervision to employees within the dept.	Day-to-day supervision to employees within the dept.	Day-to-day supervision to employees within the dept.
COMPLEXITY	Frequently adapt, combine or make improvements in an existing service, product, process or program; work requires reasoning skills and judgment	Frequently adapt, combine or make improvements in an existing service, product, process or program; work requires reasoning skills and judgment	Frequently adapt, combine or make improvements in an existing service, product, process or program; work requires reasoning skills and judgment
LEVEL OF DECISION MAKING	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning, or students	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning, or students	Responsible for recommending and making decisions concerning policy setting, research, planning, and students.
EFFECT OF DECISION MAKING	Directly affect multiple functional areas Limited effect on students and employees	Directly effects entire department Moderate effect on students and employees	Directly affects multiple areas; Direct effect on faculty, staff, and students.
FREEDOM OF ACTION	General supervision Some interpretation of established work policies and procedures	Very general supervision Interpretation of work policies and procedures, and, at times deviation from standard work practice	Limited supervision; Interpretation of work policies and procedures, exercising considerable latitude, judgement, and self-direction.
WORKING CONDITIONS	Normal working conditions including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required.	Normal working conditions including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required.	Normal working conditions including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required.