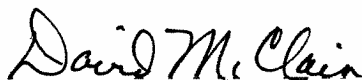


ASSOCIATE UNIVERSITY LIBRARIAN

This is professional library administration work in supervising a major department of the University Library. This class of work reflects responsibilities in assisting the University Librarian to develop, plan and implement long- and short-range strategic plans and programs for the entire Library as well as in the areas of specialization that impact the University of Hawai'i at Mānoa academic, research and service programs. These duties include but are not limited to acquisitions and processing operations; information technology service for the entire UH system library services; reference, informational and instructional services; access services including circulation; and planning, policy and administrative operations. An employee in this class is required to participate in the general administrative functions of budgetary formulation, technological implementation, and human resources management, while maintaining effective and close working relationships with the schools/colleges to ensure appropriate acquisitions and services. Supervision is exercised over a staff of library faculty subject and/or technical specialists, administrative, professional and technical staff and civil service employees. Work is performed under the general supervision of the University Librarian who reviews work through observation of results obtained and user's evaluations of services rendered.

The amendment of the class Associate University Librarian is approved effective 09/29/2008.



David McClain
President

09/29/2008

Date