



## Classification Description

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**Job Title:** Library Assistant

**Pay Grade:** 14

**Job Code:** 4380

**FLSA Status:** Non-Exempt

### **Job Purpose**

This is responsible, technical work performing complex and integral library job functions within a specialty area within the Division of Libraries. Work includes assisting the professional staff in the day-to-day operations of the College Library to include circulation, reference, online access to information and other related activities. Work may include coordinating workflow within functional area and supervising student assistants.

### **General Responsibilities**

#### **Essential Functions**

##### *Technical/Public Services*

Assists faculty, students and other patrons with general orientation and use of the equipment for non-print retrieval; assists student aides and Library Aides at the check-out desk; coordinates and participates in re-shelving.

Provides basic equipment troubleshooting in the Library user areas including copiers, printers, and computers and reports problems to the appropriate service provider.

Operates and reports issues of the automated system of circulation and assists in training in this area as requested by a supervisor.

Assists professional staff in helping users with information resources.

Compiles daily, monthly, and annual reports on activities within the Division of Libraries.

Delivers basic assistance to students in all aspects of computer and printing usage.

Provides equipment troubleshooting computers and copiers.

## LIBRARY ASSISTANT

### *Acquisitions/Cataloging/Interlibrary Loan*

Operates automated system for acquisitions, maintains inventory control for total software collection.

Receives materials, books, serials, and CDs; checks materials against invoices, processes invoices on-line and routes to the Business Office for payment.

Coordinates processing/preparation procedures for all formats relative to cataloging and use.

Catalogs materials to and withdraws materials from OCLC, and LINCC; labels and distributes materials; assists with on-going upgrading and changing of on-line catalog.

Receives and processes interlibrary loan requests for materials not available in Learning Resources, verifies eligibility of students for interlibrary loans, uses various computer databases to locate requested materials; maintains logs of copyrighted materials, orders, and materials when returned to owning library.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

### **Knowledge, Skills and Abilities**

#### **Minimum Qualifications**

Associate's degree from a regionally accredited institution of higher education in library, media or other related field. Appropriate combination of education and experience may be substituted for degree.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail. Ability to use library-specific databases.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.

## LIBRARY ASSISTANT

- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

### **Critical Skills/Expertise**

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

### **Work Conditions/Physical Demands/Special Conditions**

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved through classification/compensation study: September 1, 2009. Revised: February 18, 2011, January 4, 2012, September 13, 2013, July 1, 2014, January 23, 2019.