



CLASSIFICATION SERIES:

N/A

BARGAINING UNIT:

ACE

Library Assistant

SERIES PURPOSE: The purpose of the Library Assistant occupation is to perform paraprofessional library functions in support of the organization's operations and services.

CLASS CONCEPT: The class works under general supervision and requires working knowledge of specialized library procedures and processes in order to perform assigned functions.

JOB DUTIES: Incumbents may perform some or all of these duties or other job-related duties as assigned.

Depending on assignments, performs moderately complex library activities on a regular basis. Tasks include, but are not limited to: patron assistance, circulation of library resources locally, statewide, and globally, basic research and reference assistance, bibliographic services, materials processing and collections maintenance, routine cataloging, records creation and maintenance, billing, reports, and/or student employee supervision.

Performs routine library tasks such as data entry, shelving, filing, keeping statistics, correspondence, pick-ups and deliveries, ordering, participating on committees, and performing outreach.

OTHER FUNCTIONS AND RESPONSIBILITIES: Assists with training new hires.

Performs any and all other duties assigned and/or required that are within the level of responsibility for this classification at the discretion of the supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: library practices and procedures.

Skill in: use of specialized library software and equipment; computer; all other standard office software and equipment.

Ability to: gather, collate, and classify information about data, people, or things; apply principles to solve practical problems; answer routine inquiries concerning library use and operations.

MINIMUM QUALIFICATIONS: High school diploma or GED and one year of experience working in a library; or at least twelve credit hours of library science graduate coursework. Experience using Microsoft Office and internet navigation tools.

PREFERRED QUALIFICATIONS: Experience using library management systems; attention to detail; excellent customer service and communication skills in a diverse environment; ability to communicate effectively, both orally and in writing with a variety of constituents; ability to exercise initiative, tact, and independent judgment.

REQUIRED CERTIFICATIONS, TRAINING, AND/OR LICENSURES: None

PHYSICAL REQUIREMENTS: In accordance with the U.S. Department of Labor physical demands strength ratings, this position will perform light work.

LIGHT: work involves exerting up to 20 pounds of force occasionally, or up to 10 pounds of force frequently, or a negligible amount of force constantly to move objects, requiring: (1) walking or standing to a significant degree; (2) sitting most of the time while pushing or pulling arm or leg controls; or (3) working at a production rate pace while constantly pushing or pulling materials even though the weight or the materials is negligible. (The constant stress and strain of maintaining a production rate pace, especially in an industrial setting, can be and is physically demanding of a worker even though the amount of force exerted is negligible.)

UNUSUAL WORKING CONDITIONS: Works evenings and weekends as assigned/needed.