

<b>Library Assistant 3</b>	<b>Skill Level: 6</b>
<b>FLSA Status:</b> Non-exempt	<b>IPEDS: 410</b>

Job Purpose: Working independently, responsible for assigned administrative duties, daily operations and establishing goals and priorities. Manage diverse resources, technology, clientele and situations requiring independent decision and action. Train and supervise student workers and other classified staff. In Public Service roles, provide complex reference and research assistance to library users involving internal library collections, online catalogs, electronic databases, computers, microfilm copiers and traditional print materials and access to external sources. For Technical Service roles, perform a variety of activities related to acquiring; processing and cataloging materials to ensure Library materials are accessible to patrons.

Characteristic Duties and Responsibilities (Essential functions for this position are on file in the Office of Human Resources for your information):

Analyze patron information needs, select and recommend library resources to best match educational and research needs.

Demonstrate use of library resources including how to search the online catalog, electronic databases, card catalogs, traditional print resources and the Internet. Interpret library policy and procedures for patrons; respond to special requests and questions in person and on the telephone.

Perform circulation and reserve modules for material check in and out tasks and to facilitate accurate circulation charges.

Accept payments of fines and fees. Encumber student's / staff records for nonpayment of fines per Library policy. Clear records when payment received or issue resolved.

Determine replacement cost for lost materials using online database systems.

Resolve complex problems and complaints related to policy, procedures, overdue fines, lost and damaged book fees, circulation and reserve restrictions.

Develop work schedules for staff and student workers.

Train, supervise and assign tasks to student workers and classified staff, verify time sheets.

Consult with faculty regarding acquisitions and processing of new materials, plan for space requirements, new services, budget allocations, equipment, gift policy and processing, etc.

Register new patrons in database, issues special user cards.

Prepare and maintain statistical reports, create spreadsheet forms for statistical data collection

May conduct searches for patrons in diverse subjects or formats, e.g., print, online databases, CD-ROM, compile results.  
Perform bibliographic search and verification, rectify inconsistencies, enter new data and modify format for specialized internal and external databases; verify, edit and enter information for online catalog and automated ordering system.  
Process and catalog library materials in accordance with national library standards.  
May interview, hire, train and terminate lower level library workers

Supplemental Functions:

All incumbents are expected to perform these functions except for those qualifying under the Americans with Disabilities Act for a reasonable accommodation.

These functions may vary by institution.

Incumbents may provide backup to various functions within the unit.

May be required to perform related clerical tasks as assigned

Performs other work as assigned

Direction Received:

Works independently. Advice and guidance are available from the supervisor as needed for complex issues or exceptions to policy.

Direction Given:

N/A

Job Specifications:

Bachelor's degree and one year relevant experience or an equivalent combination of education and experience in lieu of the Bachelors degree

Knowledge, Skills, Abilities, and Worker Characteristics:

Extensive knowledge of the Internet, Library system applications (Voyager, cataloging, circulation, and reserve modules, online catalog), University systems (SIS, HRS, FRS), electronic databases, etc.

Knowledge of Library policies and procedures

Knowledge of library materials and bibliographic tools

Excellent communication skills

Excellent interpersonal and customer service skills

Effective problem resolution and research skills

Effective organizational and supervisory skills

Working Conditions/Physical Demands/Special Conditions:

Specific working conditions, physical demands and special conditions relative to this position are on file in the Office of Human Resources for your information.

<u>Date</u>	<u>Skill</u>	<u>Evaluation</u>
5/2004	6	6130213310

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The intent of this job description is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position.