Job Description

Job Title: Library Assistant  Grade: F
Department: Library Services  FLSA: Non-Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

This position performs a variety of clerical and physical tasks including assisting patrons, checking out library materials, re-shelving books and straightening book shelves, entering data into a computer, opening and sorting mail, and filing and answering the telephone in support of the library’s daily operations.

Characteristic Duties and Responsibilities:

I. Understanding of Subject Matter
   a. Demonstrates basic knowledge of library organization and operations.
   b. Builds knowledge of library organization and operations through professional development opportunities offered within the library and the college.
   c. Demonstrates basic understanding and use of Microsoft Office products and library operating systems.

II. Public Service Responsibilities
   a. Assists patrons at public service desks by providing general information and assistance with library and college operations.
   b. Locates resources for patrons.
   c. Assists patrons with the use of library equipment.
   d. Circulates library materials and collects fines and fees from patrons.
   e. Demonstrates strong interpersonal skills in communication with students, colleagues, staff, and administrators as an individual or part of a team.

III. Technical Services Responsibilities
   a. Re-shelves materials and reads/straightens shelves to assist with collection maintenance.
   b. Processes cataloged materials.
   c. Prepares library materials for discard.
   d. Repairs library materials and prepares materials for binding.

IV. Support of College Policies and Procedures
   a. Provides library services as assigned in a multi-campus environment.
   b. Enforces library and college policies.
   c. Maintains confidentiality of student information.
   d. Exercises stewardship of college facilities and materials.

V. Contribution to the Growth and Enhancement of College Mission and Programs.
   a. Contributes to the planning and development process through appropriate mechanisms and channels.
   b. Performs responsibilities in accordance with pertinent goals, missions, and plans of the college and library services.
   c. Performs other duties as assigned.

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position’s role, scope, FLSA status, or grade.

March 2007
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Reporting Relationships:

Direction Received: Reports to Dean of Library Services, Assistant Director, Librarian Senior, Librarian, Library Specialist or Library Specialist Senior

Direction Given: No authority or responsibility for the supervision of others, project direction, or program administration.

Minimum Requirements:
High school diploma or G.E.D. and six months of work experience in a library

Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge of basic library policies and procedures
Knowledge of computer, library-related software, standard office equipment and procedures
Proficiency in Microsoft Office applications (Outlook, Word, etc.)
Customer service skills
Ability to work with individuals from diverse backgrounds

Working Conditions:

Indoor environment conditions; frequently lifting and carrying objects up to 15 lbs.; frequently pulling, pushing, reaching overhead, kneeling, stooping, bending at the waist, and climbing several steps; sitting or standing at a service counter or sitting at a desk or workstation using a computer display, keyboard, and mouse with repetitive motions; using the telephone; infrequently traveling to other buildings on campus or to other campuses; exposure to elevated levels of dust from books and other printed materials; evening and weekend work hours

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