
Functional Title:	Library Assistant	Job Code:	0017-CS350
Classification Series:	Library Support	Band/Zone:	F1
Department:	University Libraries	FLSA:	Non exempt
Date:	October 2008, revised		

General Function:

Performs basic level clerical and administrative tasks related to the daily operations of the University Library.

Characteristic Duties and Responsibilities – Essential Functions:

- 1) Provides information and assistance to users of the Library; explains procedures to users; assists in locating books and other materials; researches and resolves any complaints or problems.
- 2) Assists in the enforcement of rules and regulations regarding Library patrons.
- 3) Oversees student employees; assigns tasks and monitors performance; serves as informational resource providing guidance and assistance.
- 4) Performs various stock maintenance duties ensuring that books and/or the Library materials are shelved or stored in proper location.
- 5) Provides basic level assistance at the Circulation Desk or other areas of the Library as needed.
- 6) Performs various other duties which may include shipping or receiving of Library materials, balancing monetary accounts; sending out bills and overdue notices, and preparing statistical reports.

Reporting Relationships:

Direction Received: Reports to Library Dean, Director, the head of a Library department, Library Associate, or the Manager of a branch.

Direction Given: Functional guidance to a group of student employees on an on-going basis.

Minimum Requirements:

Requires six months of coursework beyond high school and one year of Library experience, or an equivalent combination of education and experience.

Knowledge, Skills, Abilities, and Worker Characteristics:

Knowledge of library procedures; knowledge of computer and library research software; ability to motivate student employees.

Working Conditions:

Physical effort usually requires considerable walking and standing with some lifting of materials weighing between 25 to 50 pounds. Periodic assignments given which entail dealing with modestly unpleasant physical situations.