



Library Job Function

Library Assistant III

Grade 49

Summary

Under supervision, performs a combination of detailed, routine library operations to provide service to patrons and/or to engage in the processing of library materials. Responsible for making some decisions that require consideration of various criteria within the limits prescribed by established policies, method, procedures and desired end results.

Typical Duties

1. Answers patron and staff inquiries concerning general library operations, procedures and policies.
2. Interprets both manual and on-line bibliographic records to initiate billing, recall, tracing and binding procedures.
3. Assists in maintenance of book stacks by participating in space planning, shelving and straightening material.
4. Utilizes various on-line library databases to update and edit records according to established guidelines.
5. Receives, revises, compares, routes and mails various library forms and records.
6. Files multi-language documents, applying complex filing rules.
7. Keyboards forms and letters, may compose routine correspondence.
8. Maintains unit's files, records, logs and statistics.
9. Performs basic binding, book repair, end-processing and conversation techniques.
10. Contributes to unit goals by accomplishing related duties as required.

Typical Requirements

Education: High school graduate or equivalent, preferably with some formal training beyond high school, such as two years of college course work or Associates degree.

Skills and Experience: Library or other related experience and/or familiarity with foreign language preferred. Keyboarding may be required.

Note: This is a model job description reflecting a sample of typical duties. It is intended to suggest a general level of skill and complexity and as such is not a substitute for the local, specific descriptions for individual jobs.

Other [HUCTW generic job descriptions](#) can be found in HARVie's Union Contracts section.