



Library Job Function

Library Assistant VI

Grade 53

Summary

Under general guidance, assists in the overall operation and functioning of a library department or large unit. Performs duties of an advanced nature to provide access to collections and/or to engage in the processing of library materials. Requires substantial knowledge of library organization, systems and procedures. Work is performed with a high degree of judgment and latitude.

Typical Duties

1. Organizes the work flow and performs clerical and/or technical processing duties of a highly complex nature. maintains related records and statistics.
2. Serves as a principal reference source, participates in student bibliographic instruction programs (including preparation of guides, bibliographic and other user Education techniques) and oversees preparation of reserve and instructional materials.
3. Interprets, implements and participates in the development of policy governing the work of the unit.
4. Researches, identifies and catalogs complex/variant materials subject to review.
5. Researches complex/variant bibliographic information.
6. Uses a variety of technical/electronic programs to compose related correspondence and memoranda; may create and maintain statistical databases for information management and production tasks.
7. Initiates changes to systems and procedures and implements and executes approved changes; collaborates with staff in planning of new projects and work initiatives.
8. Serves as a principal source of information on the unit's established technical/professional and administrative policies and procedures.
9. Acts as liaison with other related library units within or outside the University.
10. May assist in hiring, training, scheduling and distributing work of other staff members, students, casuals and temporary workers. may participate in ongoing evaluation.
11. Contributes to unit goals by accomplishing related duties as required.

Typical Requirements

Education: College degree preferred.

Skills and Experience: Substantial library or related work experience required. May require at least 3 years of direct experience. Generally requires reading knowledge or competency with one or more foreign languages, subject or technical competence. Significant organizational and supervisory experience required. Competence in keyboarding 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.