



## Library Job Function

### Library Assistant VII Grade 54

This is a model job description. The duties listed below are representative and characteristic of the duties required. They are intended to suggest a general level of skill and complexity and as such are not a substitute for the specific descriptions for individual positions.

#### Summary

Performs duties of an advanced nature with minimal review to provide access to collections or assists librarian or manager in coordinating the operations of discrete library functions in a small or medium unit. Requires substantial knowledge of library organization, systems, and procedures. Frequently work is performed with a high degree of skill, judgment, and latitude.

#### Typical Duties

1. Assists librarian or manager in the coordination of a discrete library operation such as circulation, stacks, reserves, interlibrary loan, technical processing, acquisitions etc. in a small or medium unit.
2. Plans and prioritizes the daily workflow and performs clerical and/or technical processing duties of a complex nature; maintains related records and statistics.
3. Provides day-to-day leadership to other support staff, temporary employees and students by assuming responsibility for such tasks as: assigning work schedules, distributing and reviewing work, providing orientation and ongoing training for employees and primary responsibility for hiring students and temporary employees. May play a key-recommending role in hiring support staff and provides performance review input to department supervisory staff.
4. Participates in the implementation of policies, and in the development of procedures and workflow governing the work of the unit.
5. Assists in designing and implementing new tools to improve access for the collections.
6. Uses a variety of technical/electronic programs to compose related correspondence, memoranda or other relevant department communication; including the creation and maintenance of statistical databases for information management and production tasks.
7. May assist in managing and coordinating activities related to special projects; monitor budget expenses, prepare reports and make recommendations on operational changes.
8. May assist with project planning and implementation involving other work units.
9. Depending on the primary function of departmental assignment, may be responsible for one or more of the following specific tasks:

- Serve as initial information source at the reference desk responding to reference questions of a moderately complex nature and may serve as principal source during weekends and nights. Assist librarian in student bibliographic instruction programs and coordinates preparation of reserve instructional materials.
  - Perform intermediate and advanced book repair and conservation treatment of Circulating Collections and/or prepares intermediate conservation treatment of special collections materials.
  - With oversight from the professional cataloger, performs descriptive cataloging/classification of materials designated as appropriate to his/her level of skill and language ability and copy cataloging of the most complex nature.
  - Identify, research, and resolve cataloging and/or acquisitions problems resulting from incorrect, incomplete, or conflicting bibliographic/financial data and metadata.
  - With oversight from the professional bibliographer, researches and prepares complex bibliographic information/records and provide or enhance intellectual access to the collections.
  - Performs a variety of editorial, production technical and/or artistic duties in support of the creation and development of on-line data projects.
10. May develop and maintain specialized computer applications and coordinate IT maintenance issues.

### **Typical Requirements**

*Education:* BA preferred.

*Skills and Experience:* Four or more years of library or directly related progressively responsible experience, which may include some supervisory experience. Demonstrated advanced working knowledge of specialized library operations; e.g. technical processing, record management, circulation or conservation. Generally requires reading knowledge or competency with one or more foreign languages. Strong analytical and communication skills. May require proficiency with web authoring tools and other Internet and database applications.

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