



## Library Job Function

### Library Assistant VIII Grade 55

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

Working independently, assists librarian or manager in coordinating the operation of a complex, multi-unit library function within a large library or may coordinate a discrete library function him/herself 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 complex, multi-unit library operation, such as circulation, stacks, reserves, interlibrary loan, technical processing, acquisitions within a large library or may coordinate a discrete function on his/her own in a small or medium unit.
2. Plans and prioritizes the daily workflow and performs clerical and technical processing duties of a complex nature for a large staff in a high volume environment; maintains related records and statistics; including financial records and/or budget monitoring activities.
3. Provides day to day leadership role by assuming responsibility for a variety of tasks, for example, assigning work schedules, distributing work, inspecting quality of work, providing related training and hiring temporary employees and students. May play a key role in hiring support staff. May provide input for support staff performance reviews.
4. May use a variety of technical/electronic programs to compose related correspondence and memoranda; may create and maintain statistical databases for information management and production tasks.
5. Participates in the design and implementation of policies, and in the development of procedures and workflow governing the work of a large, complex unit.
6. Assists in designing and implementing new tools to improve access for the collections.
7. Participates in managing and coordinating workflow and logistical issues related to departmental special projects.
8. May assist with project planning and implementation involving other work units.
9. May prepare reports and make recommendations on operational or facility improvements and changes.

10. Depending on the primary function of the 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 professional librarian in student bibliographic instruction programs and coordinates preparation of reserve instructional materials.
  - Perform intermediate to 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 and/or original 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 provides or enhances intellectual access to the collections.
  - May perform a variety of editorial, production, technical and/or artistic duties in support of the creation and development of on-line data projects.
11. May recommend and develop specialized computer applications and/or provide ongoing maintenance.
12. May develop or maintain departmental or program related website.
13. May coordinate IT maintenance issues.

### **Typical Requirements**

*Education:* BA preferred.

*Skills and Experience:* Five or more years of library or directly related and 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. May require in-depth knowledge and full competency in more than one foreign language. Strong analytical and communication skills. May require proficiency with web authoring tools and other Internet and database applications.

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