Library Assistant III

Job Code 00007099

General Description
Responsible for overseeing the operations of an assigned section of the library.

Examples of Duties
Check out/return library materials.
Function as resource or backup person for adds, withdraws, and replacements of all library material.
Edit/delete/create bibliographic and item records.
Physically process library material.
Perform final revision of library materials.
Maintain statistics for assigned area.
Search local and national on-line databases.
Train, coordinate and evaluate staff and students.
Participate in all special projects related to assigned area.
Create and update job procedures to keep up with changes as they occur.
Maintain inventories, equipment, and supplies for assigned areas.
Attend and participate in unit, department, and quality team meetings.
May provide assistance related to building maintenance and security.
May coordinate special events.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: unit and department procedures and functions; the Book of Classification System and integrated library system circulation module; photocopy machine; cash register; library layout and basic cataloging rules; computers; supervision; applicable laws and rules.
Skill in: Working well with others as a team member; maintaining a professional attitude; courteously handle constant interruptions; effectively communicating with all levels of staff; creating or editing records and documents; problem solving and decision making; telephone etiquette.
Ability to: understand, interpret, or apply complex written job policies and procedures, technical manuals; basic business English; perform basic math; write job procedures, prepare reports, memos, correspondence, instructions and telephone messages; file accurately; edit and proofread various documents; use and maintain office equipment; perform under pressure; troubleshoot; negotiate; train others.
**Education and Experience**
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

**Other Requirements**

Revised 09/20/2012