Library Assistant IV

Job Code 00007100

General Description
Responsible for coordinating the daily activities of assigned unit or area.

Examples of Duties
Supervise and train staff and students.
Coordinate workflow of assigned unit of the library and help conduct tours for new library staff.
Complete miscellaneous projects.
Research difficult orders and contact vendors/publishers to resolve order problems and to obtain bibliographic information.
Maintain unit budget and track costs for potential budget adjustments.
Pay invoices.
Inventory supplies and design forms for ordering purposes.
Direct inventory of materials and equipment located in the unit.
Offer equipment and material purchase recommendations.
Review unfilled or partially filled orders and contact publishers in and effort to complete orders.
Review material missing from the library for replacement purposes.
Renew contract orders, library or Congress orders, and review problem renewals.
Recommend, write and update procedures for adding holdings and back holdings.
Enter holdings and back holdings.
Coordinate and perform fiscal year changeover duties.
Monitor and replace/update authority headings.
Maintain/update local on-line system
Function as security officer for library facility.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: University and state laws, regulations and policies; microcomputer software; university mainframe and the Internet; the workflow and duties of all other library departments; cataloging rules; bibliographic information sources such as OCLC, online vendor programs, hard copy references and publishers catalogs; online searching services.
Skill in: Effectively directing the work of others; coordinating activities with other units and working as a team member; completing projects in a timely manner, providing quick solutions to problems, and quickly locating information; writing job procedures and give instruction to others; prioritize workload; problem solving and decision making; public speaking.
Ability to: Understand complex written instructions, manuals, orders, and billing; perform basic math; prepare reports, procedures, purchase orders and supply orders; learn quickly and retain information; work under pressure.

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 09/20/2011