Library Assistant III

Job Code 00007099

General Description
Responsible for assisting in managing operations or managing a function/workflow within a unit or department under moderate direction. Participate in unit and departmental policy and procedure development in coordination with supervising librarians.

Examples of duties
Manage and supervise the physical processing of all monographic library materials in all formats.
Supervise students and unit staff to insure accurate call number labels, property labels, security labels and barcodes, then route material accordingly.
Manage and supervise the re-housing of library materials to make them durable for Circulation.
Receive material requests submitted through multiple systems: GOBI3 folders, GOBI3 faculty recommendations, library order request system (NORS), spreadsheets, and lists.
Search OCLC to verify or correct bib information and apply OCLC bib record directly into the Millennium system.
Receive, sort, identify all gift material.
Import correct MARC records in OCLC and create order record or create short bibliographic records for all GIFT material accepted into the collection.
Create online system holdings lists for academic program reviews, new academic programs, accreditations, gifts.
Compile and create monthly Door Count statistics; gather data for Daily In-House use of materials and create and maintain records to feed into Annual Reports.
Teach selected freshman level introductory library instruction sessions or basic library walking tours according to established lesson plans.
Monitors incoming instruction session requests.
Schedules instruction sessions in the Library Instruction calendar of record in Outlook.
Answers and confirms instruction session dates and times with faculty.
Provide high quality customer service focused reference services to library patrons at the Research and Information desk and by phone from Tuesday to Saturday.

Knowledge, Skills, and Abilities
Knowledge of:
Relevant integrated library system modules such as cataloging, acquisitions, circulation and online catalog.
University and state purchasing rules and regulations.
A variety databases and systems.
And familiarity with 1 to 2 basic multi-subject computer databases and the library website and be able to use them to answer questions.
**Skill in:**
Research.
Oral, written and interpersonal communication.
Customer service.
Using computer software applications - including but not limited to: MS Word, MS Excel, MS Outlook, Internet browsers; and basic desktop and internet applications.
Supervision - to assign, direct and evaluate the work of others.
Training.
Understanding and interpreting complicated, sometimes technical questions from patrons.

**Ability to:**
Read and interpret instructions and data correctly.
Work as an effective team member.
Interact effectively with patrons, colleagues, and/or vendors.
Work under pressure and handle multiple tasks in a fast-paced environment.
Prioritize workload in accordance with supervisor and team expectations.
Analyze, synthesize, and organize information.
Analyze workflow procedures and make adjustments accordingly.
Consider available options and choose the best solution within established guidelines.
Learn and apply knowledge gained from staff development activities such as: workshops, continuing education, etc.
Develop and work with policies and complex procedures requiring a high level of careful attention to detail.
Work with several patrons at once.
Know when to refer complex questions to subject librarians.

**Educational 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.