Library Assistant IV

**Job Code 00007100**

**General Description**
Responsible for managing multiple major functions within a unit of a department or running a relatively complex operation largely independently. Participate in and sometimes lead in unit and departmental policy and procedure development in coordination with supervising library specialists and/or librarians.

**Examples of Duties**
Manage the unit workflow to insure three-day to two-week turnaround time for all incoming monographic materials.
Monitor and/or establish monographic cataloging workflow procedures.
Oversee the physical processing for all monographic library materials.
Oversee the management of student worker DLC cataloging.
Manage the accessioning of incoming SWWC gifts and loans, establish priorities, create accession inventories suitable for posting on the website.
Prepare items for cataloging backlog; update collection files; distribute monthly donor reports.
Oversee staffing, operations, and workflow for Government Information unit.
Perform and coordinate main subscription vendor renewal.
Supervise the preparation of all periodical volumes, paperbacks, theses, dissertations, music, materials, and damaged monographs to commercially bound and/or microfilmed.
Work as the main library contact with binding contract vendor and bindery supply companies.
Supervise the check-in and processing of periodicals and microfilm, troubleshoot issues and problems.
Perform and supervise all mending and repair work on damaged library materials.
Monitor patron accounts for circumstances requiring measures outside the functionality of the library system.
Oversee circulation activities such as check out, return, and recall of library materials, using the integrated library system.
Prepare monthly and yearly circulation statistics of library materials by using computer-generated reports and manual-charge checkout cards.
Serve as a member of Research & Learning Services Council.
Manage Government Information holdings within the Library’s catalog in consultation with the Specialized Collections Librarian and the Library Systems Coordinator.

**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 of 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;
Government Information (federal and Texas) and TCMC collection; FDLP depository rules and procedures.

**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 internet applications. This includes advance skills as appropriate to position; Supervision – to assign, direct and evaluate the work of others; Training; Understand 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; Manage unit operations and workflows; Actively participate in and/or lead unit and departmental teams and committees; Identify effective organization strategies for Government Information public area and for key work documents.

**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.

**Other Requirements**