

ISSUED: 8/01

TITLE: Library Assistant III

SALARY

12/97, 6/93 & 7/90
CLASS

SCHEDULE: B

CODE: PE503

SALARY

EEO

UNION: P&A, Local 1979, U.A.W.

GRADE: 11

CODE: 50

FLSA: Exempt

E-
CLASS: PE

POSITION PURPOSE

Supervise, participate, and serve as a resource in the performance of complex and specialized paraprofessional library work in order to provide technical, bibliographic and administrative support in a public or technical service unit of the library system. Position duties require the application of complex specialized skills which can be acquired through a combination of job-related training and extensive on-the-job experience.

ESSENTIAL JOB FUNCTIONS

- Supervise, coordinate, and participate in a major service area or operation within the library system such as, circulation desk, bindery preparation serials acquisition, document delivery, reserve and reference collections. Coordinate reference or circulation activities which includes collection of fines, maintenance of related records and scheduling staff. Oversee and monitor work activities of subordinate personnel in implementing specialized and on-going projects.
- Supervise, prepare work schedules and assignments for a large workforce of non-exempt paraprofessional and staff library support, student assistants, technicians and interns. Provide functional guidance; train and instruct in appropriate operational methods and procedures; identify training and development needs; schedule, prioritize and organize work assignments.
- Serve as consultant and resource person in an area of specialization or collection, e.g. humanities, children's literature, foreign language, reference, etc. Assist faculty, students and non-University patrons in the use of library facilities, services and collections offered; instruct in services. Answer inquiries, respond to special requests, resolve problems, and interpret complex records or little referred to policies in the delivery of services.
- Perform original cataloging; establish bibliographic record, i.e., name and series authority work, subject headings, call numbers, etc. utilizing correct online fields, code indicators, etc. Catalog following Library of Congress and Anglo-American Cataloging rules. Conduct bibliographic searches and copy cataloging for foreign and out of print publications; interpret bibliographic records, policies and procedures; access computerized support systems to create, validate and update appropriate on-line records; e.g., OCLC, etc.; MARC and NACO formats.
- Oversee and monitor the physical processing such as, binding and labeling of monographs, serials, periodicals, and special collections in support of preservation and collection services. Maintain appropriate records of processing activities; order replacement issues and pages for damaged materials; update on-line materials status records; create on-line records to reflect holdings and location.
- Oversee and coordinate receipt, identification, creation, placement and maintenance of monographs, standing orders and classed serials for the Library system; monitor order processing activities; resolve problems as they relate to bibliographic identification and order workflows; prepare appropriate correspondence; approve invoices for payment.

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

- Assist professional personnel in the development and implementation of specialized services and on-going projects, e.g. building, collections, database, etc. Recommend and implement changes where necessary for improved public and technical services. Develop and recommend unit operational policies, procedures, and methods of process improvement. Prepare periodic statistical activity reports, maintain unit files and record systems and monitor computer hardware/software services; resolve problems as they occur.
- Assist in special projects, e.g., cataloging special collections, database clean up, gift collections, etc. Participate and facilitate on special service teams, e.g. Technical Services, Original Cataloging, Database Management, Copy Cataloging, Acquisitions, etc. to enhance the delivery of operational services.
- Perform related work as assigned.

ADDITIONAL COMMENTS

This senior classification level performs very complex and specialized library work to deliver technical and public services to faculty, students and non-University patrons of the University Libraries. As such, the incumbent is performing paraprofessional duties in an area such as catalog management, acquisitions, receiving, preservation or loan and circulation. Work activities are specific in objective and content, but require the incumbent to search for solutions, new applications, creative approaches, and establish priorities and procedures. The position incumbent is expected to work independently, interpret a great quantity of data and possess considerable decision making authority over work routines. This classification supervises lower level non-exempt paraprofessional and staff support as well as student personnel. This classification is typically found in the University Libraries and reports to and receives work direction from a higher level professional and/or management position.

MINIMUM QUALIFICATIONS

- Graduation from a two year community college with major coursework in library science or an equivalent combination of education and/or experience.
- Extensive experience with library bibliographic or technical procedures or library work.
- Extensive knowledge of library procedures, methods, and techniques.
- Extensive knowledge of interlibrary loan and document delivery services.
- Reasonable supervisory and coordinative experience.
- Considerable knowledge of library computerized support systems, e.g. OCLC, DOCLINE, MEDLINE, etc.
- Considerable knowledge and application of Library of Congress (LC) and Anglo-American Cataloging rules (AACR2).
- Extensive knowledge of complex cataloging rules, Library of Congress (LC) subject headings and classifications, coding of computerized cataloging records.
- Ability to identify and distinguish between various foreign languages.
- Oral and/or written communication skills.
- Ability to generate reports and utilize database management programs.
- Ability to handle multiple tasks; prioritize work assignments; and possess keen attention to detail.
- Ability to work in a team environment.
- Typically, incumbents have held lower level Library Assistant positions.