

ISSUED: 8/01

TITLE: Library Assistant II

SALARY

12/97 6/93 & 7/90
CLASS

SCHEDULE: B

CODE: PN502

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

SALARY

EEO

GRADE: 10

CODE: 50

FLSA: Non-Exempt

E-

CLASS: PN

POSITION PURPOSE

Perform 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 considerable on-the-job experience.

ESSENTIAL JOB FUNCTIONS

- Perform limited original cataloging; establish bibliographic records, i.e., name and series authority work, subject headings, call numbers, etc. Catalog monographs, serials, periodicals, audiovisual materials, etc. 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 and policies; access computerized support systems to create, validate and update appropriate on-line records, e.g. OCLC.etc.; MARC and NACO formats.
- Oversee, monitor and participate in the physical processing such as, binding and labeling of monographs, serials, periodicals and special collections in of support preservation and collection maintenance 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.
- Coordinate, monitor, 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 include collection of fines, maintenance of related records and scheduling desk staff.
- Supervise, prepare work schedules and assignments for subordinate non-exempt library support staff, student assistants, technicians and interns. Train and instruct in appropriate methods and procedures; identify training and development needs; prioritize and organize work assignments. Develop and recommend unit operational policies, procedures, and methods of process improvement. Prepare various statistical activity reports and maintain unit files and record systems.

- Serve as a resource 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. Answer inquiries, respond to special requests, and resolve problems which may arise in the delivery of services.
- Assist in special projects, e.g., cataloging special collections, database clean up, etc. Participate and facilitate on special service teams, e.g. Technical Services, Database Management, Copy Cataloging, etc. to enhance the delivery of operational services.
- Perform related work as assigned.

ADDITIONAL COMMENTS

This classification level performs more complex and specialized paraprofessional library work in a technical or public services area of the University Libraries. As such, the incumbent is assisting faculty, students and non-University patrons in areas such as catalog management, acquisitions, receiving, preservation and circulation. Work activities are specific in objective and content, but require the incumbent to search for solutions and new applications of policies and procedures based on differing sets of circumstances. Work activities involve the application of a complex set of rules and utilization of computerized systems. The position incumbent is expected to work independently and possess decision making authority over work routines. This position supervises lower level, non-exempt support and part-time student employees. This classification is typically located 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 equivalent combination of education and/or experience.
- Considerable experience with library bibliographic and/or technical procedures of library work.
- Considerable knowledge of library procedures, methods, and techniques.
- Considerable knowledge of preservation and collection maintenance procedures and practices.
- Considerable knowledge of complex cataloging rules, Library of Congress subject headings and classifications, coding of computerized cataloging records.
- Considerable knowledge of interlibrary loan and document delivery process.
- Reasonable knowledge and application of library computerized support systems, e.g. OCLC, DOCLINE, MEDLINE, etc.
- Considerable knowledge of Library of Congress (LC) and American Cataloging rules (AARC2).
- 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.
- Ability to identify and distinguish between various foreign languages.
- Some supervisory experience.
- Typically, incumbents have held lower level Library Assistant or Library Clerk positions.