

LIBRARY ASSISTANT JOB FAMILY POSITION LEVEL DESCRIPTIONS

The library assistant job family includes three position levels — Library Assistant 1, 2 and 3.

All Library Assistants are required to have knowledge of, and ability to use applicable computer hardware and software. They are also required to demonstrate good communication skills with campus and external constituents.

Each position level demonstrates a higher level of complexity and oversight in managing the above duties, and decreasing levels of direct supervision. Each position level may perform the duties of lower position levels in the job family.

Library Assistant 1 (salary grade 3)

A Library Assistant 1 performs a variety of clerical and technical support duties. Typical duties include sorting mail; shelving of materials; charging and discharging materials; bibliographic searching and retrieval; processing interlibrary loan requests; assisting users and staff to locate materials; assisting in collection preservation; receiving, unpacking, sorting, packing, and delivering materials; specialized clerical procedures on bibliographic records; maintaining circulation records; coordinating collection duties for overdue materials; cataloging of materials; working directly with vendors; responsibility for the security and supervision of the facility during evening and weekend hours; and supervising student employees. Although a Library Assistant 1 is required to make some independent judgments and to have some knowledge of library policies and procedures, most work of a Library Assistant 1 is prescribed and supervised.

Library Assistant 2 (salary grade 4)

A Library Assistant 2 works with limited supervision and performs moderately complex clerical and technical support duties, including all duties described above for Library Assistant 1. A Library Assistant 2 must have a thorough knowledge of library policies and procedures and makes some independent judgments in applying those policies and procedures, but generally looks to the Unit Head or others for interpretation of policies and procedures and for expert assistance. A Library Assistant 2 may be required to have some skills and advanced knowledge of limited procedures that have been acquired through training and experience, including skills related to the operation of a library unit.

Library Assistant 3 (salary grade 5)

With general supervision only, a Library Assistant 3 performs a variety of technical support and paraprofessional duties of a highly complex nature, including all duties described above for Library Assistant 2. The performance of these duties requires the exercise of independent judgment, a thorough knowledge of library policies and procedures and, in some cases, of complex bibliographic standards and rules.

