



Library Associate - Serials Library

LIB/3

JOB SUMMARY

This position provides support for a variety of library operations

MAJOR DUTIES

- Provides circulation desk support to faculty, staff, students and the general public; checks materials in and out; collects overdue fines.
- Processes interlibrary loan and GIL-Edxpresses requests.
- Performs cataloging duties.
- Sorts and distributes mail; processes newspapers.
- Reviews shelves for missing items; requests surplus items from other libraries.
- Develops brochures and flyers for library events.
- Attends training sessions.
- Completes required reports, including library statistical reports.
- Records and shelves serials; processes serials for binding.
- Performs related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of library operations and procedures.
- Knowledge of college policies and procedures.
- Knowledge of customer service principles and practices.
- Knowledge of computers and job-related software programs.
- Skill in interpersonal relations and in dealing with the public.
- Skill in oral and written communication.
- Skill in providing quality customer services.

SUPERVISORY CONTROLS

The Library Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include college and library policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related administrative duties. Frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to provide administrative and customer service support for library a variety of library operations. Success in this position results in the provision of quality library services to college students, faculty and staff.

CONTACTS

- Contacts are typically with co-workers, faculty, staff, students, community patrons, representatives of other libraries, and members of the general public.
- Contacts are typically to give or exchange information, to resolve problems, or to provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, bending, crouching or stooping. The employee occasionally lifts light and heavy objects and distinguishes between shades of color.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.