

## **THE UNIVERSITY OF WYOMING JOB DESCRIPTION**

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

**Title:** LIBRARY ASSISTANT, SENIOR

**Reports To:** Designated Supervisor

**UW Job Code:** 5218

**UW Job Family:** 54 - Library Office Technicians

**SOC Code:** 25-4031

**FLSA:** Non-exempt

**Pay Grade:** 15

**Date:** 4-1-95 (revised 10-25-99; 7-1-02; 2-11-03; 4-24-03; 7-1-04)

### **JOB PURPOSE:**

Perform paraprofessional duties requiring a working knowledge of library science techniques and practices for interpreting, adapting and verifying library records; provides assistance to patrons.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Catalog Library of Congress copy by applying associated rules and standards; edit non-Library of Congress existing catalog records including gathering information for authority files.
- Perform difficult or complex bibliographic searches using a wide variety of manual and automated databases and non-standard resources.
- Train and assign work to support staff; may provide input on performance evaluation process.
- Monitor, present, and plan future utilization of book stacks, non-book collections and user space.
- Examine, correct, troubleshoot and update materials and training information.
- Provide reference service to patrons; verify Inter-library Loan patron requests; locate materials; check for copyright compliance and send requests.
- May manage the cash register, copier monies, deposits, billing for lost and/or damaged books, and send notices for lost books.
- May receive and process the reserve materials for circulation and maintain reserve collection.
- May perform circulation duties.
- May manage the supply budget.

### **SUPPLEMENTAL FUNCTIONS:**

- Provide information to outside institutions and departments as directed.
- Participate in special projects as assigned.

**COMPETENCIES:**

- Adaptability
- Analysis/Problem Identification
- Judgment
- Quality Orientation
- Service Orientation
- Work Standards

**MINIMUM QUALIFICATIONS:**

Education: **Associate's degree**

Experience: **1-year work-related experience**

Required licensure, certification, registration or other requirements: **None**

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Library science, techniques and practices.
- Library cataloging rules and standards.
- Technical computer library systems.
- Supervisory and training methods, procedures and techniques.

Skills and Abilities to:

- Use library resources.
- Effectively communicate including communicating technical information to non-technical people.
- Organize project work including scheduling assignments.
- Interpret information, analyze and solve problems.
- Train and oversee work of support staff.
- Perform basic and routine bibliographical searches using diverse computer systems and networks.
- Provide quality customer service.
- Move up to 50 pounds one-third of the time.
- Work as a team member and foster a cooperative work environment.

**WORKING CONDITIONS:**

Library environment; occasionally works in confined or high traffic areas; sits or stands for extended periods of time; regularly reaches low or high to place or remove materials from shelves or stacks; occasional exposure to fumes, dust, vapors or chemicals.

**DISTINGUISHING FEATURES:**

**Library Assistant:** Functions under direct to general supervision; emphasis is on performance of basic clerical and library support duties including unpacking incoming and preparing outgoing library materials, sorting, labeling, distributing, tagging (due date and security tape) and shelving library materials as directed, performing data entry on information into automated systems, answering telephone, responding to basic inquiries or referring calls, cataloging Library of Congress monograph records including editing existing records as directed, maintaining library stacks including organizing shifting of materials, and may open/close library evenings or weekends as directed.

**Library Assistant, Senior:** Functions under general supervision; can perform duties of Library Assistant and additionally performs basic and routine cataloging and editing by applying rules and standards, performs bibliographic searches, trains and functionally supervises support staff, examines, troubleshoots and corrects materials in assigned projects, and provides reference service to patrons.

**Library Specialist:** Functions under limited supervision, performing duties of the lower levels within this series and additionally has the expertise to provide cataloging and perform the more difficult bibliographical searches, assists with supervision as directed, coordinates operations of assigned project work, interpret policies and procedures for patrons and staff, and assists with recommendations for policy or procedural changes.

**Supervisor, Library Services:** Functions under very limited supervision, manages and supervises the administrative and personnel functions within an assigned unit, establishes and revises policies and procedures, plans and develops the unit budget, monitors expenditures, maintains manuals, records and statistics, and prepares unit reports.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.