

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

Reports To: Designated Supervisor

UW Job Code: 4208

UW Job Family: 43 - Library Clerical

SOC Code: 25-4031

FLSA: Non-exempt

Pay Grade: 13

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

JOB PURPOSE:

Perform library clerical duties assisting with processing library holdings, making basic adaptations, verifying library records, and providing assistance to library patrons.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Unpack incoming and prepare outgoing library material shipments; sort materials, distribute or shelf according to established guidelines.
- Identify materials to be bound; prepare, receive and verify bindery shipments; distribute volume to appropriate areas.
- Type, duplicate, and file a variety of standard materials from instructions provided; answer telephone, transfer calls, take messages, provide basic information.
- Label, stamp and affix due date slips; apply security tape as directed.
- Collect, record and input information on automated systems; order materials, process invoices and maintain records.
- Provide basic information and library services to patrons, as directed.
- Catalog Library of Congress monograph records online, editing existing LC-AACR2 records.
- Perform routine bibliographic searches using standard and non-standard sources to provide or verify information for higher-level technicians, professional catalogers or patrons, as directed.
- Maintain library stacks and non-book collections including organizing the shifting of library materials.
- Receive, identify and distribute exchange of gift materials; receive and process reserve materials for circulation and maintain reserve collection; and/or receive and process loan requests.
- Open/close library on designated evenings or weekends, as directed.

SUPPLEMENTAL FUNCTIONS:

- Record and maintain statistics, as directed.
- May train and oversee work of students or part-time workers, as directed.
- Participate in special projects as assigned.

COMPETENCIES:

- Attention to Detail
- Consistency
- Service Orientation
- Quality Orientation
- Work Tempo

MINIMUM QUALIFICATIONS:

Education: **High School Diploma or GED**

Experience: **None**

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

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Basic computer programs and software used in department.
- Library filing and cataloging systems, rules and procedures.
- Library check-in and check-out procedures.
- Library terminology, principles and practices.
- Clerical general office work and word processing.
- Basic bibliographical library search methods.
- Preservation and conservation methods and practices.
- Basic customer service and quality reception methods and techniques.
- Functional supervision practices including training, assigning and overseeing work of support staff.

Skills and Abilities to:

- File alphabetically or numerically.
- Type using basic computer word processing, data entry and library cataloging skills.
- Perform basic math calculations (addition, subtraction, multiplication and division).
- Affix labels, due date slips, and security tape.
- Good communication and interpersonal skills.
- Interpret information and refer informational requests.
- Understand and follow specific instructions and procedures.
- Perform basic bibliographic searches.
- Move up to 50 pounds one-third of the time.
- Train support staff, assign work and oversee work to completion, as directed.
- Work as a team member and foster a cooperative work environment.

WORKING CONDITIONS:

Library environment; regularly works in confined or high traffic area; stands or sits for extended periods of time; regularly reaches high or low 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.