

The University of Texas at San Antonio

Job Description

Job Title: Library Assistant III

Code: 8069

Salary Grade: 56

FLSA Status: Non-Exempt

Department/Division: Job available at 1604, Downtown campus libraries, and Archives at ITC

Reports To: In accordance with specific departmental policies

Summary

- Function: To provide a high level of paraprofessional and advanced operational and/or technical skills necessary to the operations of a University library requiring knowledge of general library practices and procedures.
- Scope: Responsible for performing duties requiring advanced operational skills and/or technical skills, substantial knowledge of general library services with expertise in a particular area of responsibility.

Duties

- Typical:

Depending upon the assigned work area, the following duties may apply:

1. Responsible for recommending and interpreting existing procedures and practices in an area of specialization or assigned unit within a department.
2. Attend meetings; gather and compile data; and writes reports for distribution and/or presentations for administrative, instructional and informational purposes.
3. Act as a project manager or supervisor for a unit or special library project that include establishing routines, verifying work, and supervising other staff. Interview, hire and evaluate support staff for the unit within the Library's and University's policies and procedures. Train staff in the use of the Library's automated system and subsystems using a computer terminal; and counsel, coach, and teach support staff using effective communication skills.
4. Disseminate accurate information in a clear and courteous manner to inform patrons of Library and University policies and procedures through direct interaction with patrons. Assess patrons' research needs, provide instruction to enable Library clientele to use the online catalog and other online and automated library tools for locating materials and information,

including complex searching and using extensive knowledge of the library collection.

5. May act as a supervisor within a small unit and train student assistants or volunteers in the physical processing of library materials to include books, videos, CD-ROMs, music CD's and maps; adding item records, downloading call number labels from a departmental computer, routing library materials to various locations, and performing miscellaneous special projects as needed through effective communication and direct interaction with staff; responsible for interviewing and hiring junior staff; may release student employees and recommend termination of classified staff.
6. Receive, initiate processing, and catalog federal and state documents in support of the Library's participation in government depository programs.
7. Communicate with faculty, staff, students and other departments and institutions to provide interpretation of policies or to resolve complex billing problems or other issues for the unit.
8. Install software. Maintains and diagnoses problems related to microcomputer hardware and software.
9. Perform complex bibliographic searching to locate materials needed by Library patrons, whether available in the Library or at another institution and to ensure the correctness of citations for materials ordered by the Library.
10. Prepare and handle complex orders, receipts, and problems with serials, periodical subscriptions, or monographs by using a computer terminal, PC, typewriter, and FAX machine.
11. Perform complex copy cataloging for monographs and serials. Search the OCLC database and select appropriate records; enters, augments, and corrects records in the Library's online catalog; make certain that data meets system requirements, UTSA procedures, and national standards; and carries out authority control activities.
12. Supervise the ordering, check-in, claiming, paying, and maintaining of historical cost information to serial publications.

• Periodic:

1. May perform duties of lower level staff within the unit or department as needed.
2. Act in place of a professional librarian in his/her absence when needed.
3. Perform other duties as assigned.

Education

Required	Preferred
High School graduation or GED.	Bachelor's degree.

Other Requirements

Required	Preferred

Some positions require a valid Texas State driver's license and approval to drive UTSA vehicles.	N/A
Criminal Background Check (CBC).	

Experience

Required	Preferred
Four years of relevant library work.	Seven or more years of relevant library work.

Equipment

Required	Preferred
Ability to learn to software/hardware or other special equipment and tools used in unit operations to which assigned.	Experience in software/hardware or other special equipment and tools used in unit operations to which assigned.

Working Conditions

Usual	Special
Usual library conditions. Depending upon position; reaching, bending, or lifting	Some positions require night and/or weekend work, special requirements for lifting, bending, reaching, and moving materials, and may include exposure to book mold, dust, photographic chemicals, insects, and vermin.

Supervision

Received	Given
General supervision by a Librarian or higher level Library Assistants, allowing decision making authority within areas of responsibility.	May supervise lower level Library Assistants, support staff, student workers, volunteers, or interns.

Accuracy

Proficiency in all phases of the duties performed.
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws,
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regulations, policies, and procedures are complied with.