

The University of Texas at San Antonio

Job Description

Job Title: Library Assistant II
Code: 8070
Salary Grade: 54
FLSA Status: Non-Exempt
Department/Division: Job available at main, downtown, and ITC campus libraries
Reports To: In accordance with specific departmental policies

Summary

- Function: To provide a high level of paraprofessional and supervisory skills necessary to the operation of a university library.
- Scope: Responsible for performing duties requiring mid level operational skills, independent judgment, general knowledge of library practices and procedures and significant knowledge in understanding of theory behind the practice of a specific area of the library to accomplish specialized routines within that area.

Duties

- Typical:
Depending upon the assigned work area, the following duties may apply.
 1. Disseminate accurate information to inform patrons of Library and University policies and procedures through direct contact with patrons; provide instruction to enable Library clientele to use the online catalog and other automated tools for locating needed materials; and communicate effectively with faculty, students, staff, and other institutions and departments to settle accounts for fines and to retrieve overdue materials or to receive and evaluate materials requested for reserve reading or interlibrary loan using a computer terminal.
 2. Monitor the library facility and report equipment, security, and repair needs through efficient communication with other Library and University staff.
 3. Update and create records on a computer terminal in support of circulation, reserve and interlibrary loan, and acquisition functions of the Library.
 4. Locate sources and orders materials requested by bibliographers using a computer terminal and communicate effectively using a telephone and FAX machine; search OCLC, the local library system, and other databases to select records for catalog activities.

<ol style="list-style-type: none"> 5. May train and supervise student assistants or volunteers in the physical processing of library materials 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. Apply labels and insert security devices; add, update, and correct periodicals and serials information in the online catalog by using a computer terminal, typewriter, and card files; and inspect, evaluate, and repair books. 7. Compile statistics and write reports and manuals on the daily operations of a unit to support the administrative needs of the Department, through the use of a computer terminal, or PC using standard software programs. 8. Attend meetings and represent the unit or the department through effective discussion and oral and written presentation; contribute to planning and the establishment of policy and procedure for a specific area in the unit or department. 9. Perform other duties as assigned. <p>• <u>Periodic:</u></p> <ol style="list-style-type: none"> 1. May act in the place of lower level staff within the unit as needed. 2. May act in the place of an LA III or professional librarian in his/her absence when needed.
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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
Two years of relevant library work.	N/A.

Equipment

Required	Possible
Ability to learn to operate equipment used in unit operation to which assigned.	Experience in operating equipment used in unit operation to which assigned.

Working Conditions

Usual	Special
Usual library conditions. Depending upon position; reaching, bending, lifting, referencing print, microform documents, accessing card and other files, and using microform readers, special equipment and tools can be performed.	Some positions require night and/or weekend work, special requirements for lifting, bending, reaching, and moving book trucks, and may include exposure to book mold, dust, photographic chemicals, or insects.

Supervision

Received	Given
General supervision from a Library Assistant III or Librarian with special instructions on new or complex procedures. Generally allowed decision making authority within the limits of routines and their applications.	May supervise Library Assistant I's, clerical staff, and/or students. Generally responsible for training in the specific area of responsibility.

Accuracy

Proficiency in all phases of the duties performed.

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, regulations, policies, and procedures are complied with.