I. **Primary Function(s):**
   A. To assist in maintaining Blake Library’s Serial Collection.
   B. To assist faculty, staff, students, and community patrons with serials.
   C. Supervise and train student assistants.
   D. Provide coverage of needed library services on scheduled nights and weekends.

II. **Duties and Responsibilities:**
   A. **Serials**
      1. Daily processing of serials including check-in, routing, and shelving.
      2. Assist in maintaining check-in, order, holdings, and bibliographic records in the library systems.
      3. Assist in processing invoices for serials.
      4. Run and process weekly claims.
      5. Organize and maintain the serial collection.
      6. Assist in maintaining and providing access to electronic journals.
   B. **Electronic Serials**
      1. Assist in maintaining and updating links to electronic serials.
      2. Update holdings with database vendors.

III. **Other Information Services Functions**
   A. Collect statistical information on serials.
   B. Assist in planning and developing policies and procedures needed for the serials collection.
   C. Assist in creating computer user accounts, collecting money for printing, helping students with color printing and basic computer software support.
   D. Render reference and circulation services occasionally as needed.
   E. Other related duties as assigned.

IV. **Reports To:**
   Assistant Director of the Library
JOB DESCRIPTION

(Classified Employee)

Job Title: Library Assistant I

Date: August, 1997

Job Code: 3334

Statement of the Job

Employee performs skilled, technical work related to library routines, record systems, and services. Work is normally performed within well defined procedures with occasional non-routine administrative work.

Duties of the Job

*1. Operates standard library equipment including library databases.
*2. Using library databases, edits various records and performs non-routine search activity involving library collections.
*3. Maintains cumulative and current bibliographic, circulation, financial and statistical records.
4. Maintains filing systems.
5. Assists in receiving and inspecting library materials.
6. Does simple cataloging or classifying of library materials.
7. Supervises other regular employees and student employees during a minor portion of the employee's work time; duties include assigning, reviewing and evaluating work.
8. Assists in planning, reviewing and implementing departmental policies and procedures.
9. Assists patrons in the use of and performs routine minor maintenance on learning resources equipment.
10. Responsible for binding and repairing all library materials.
11. Occasionally recommends library materials to be purchased.
12. May assist in library tours.
13. Compiles records and processes billings for library services.

Asterisked (*) duties are the essential functions, or fundamental duties, of the System-wide classification. The essential functions of individual positions within the classification may differ. The University may assign reasonably related additional duties to individual employees consistent with policy and collective bargaining agreements.

JOB SPECIFICATION
(Classified Employees)

Job Title  Library Assistant I  
Job Code No.  3334

Wage Grade  14  
Total Points  312

<table>
<thead>
<tr>
<th>FACTOR</th>
<th>DEGREE</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Knowledge and Skills</td>
<td>4</td>
<td>144</td>
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<tr>
<td>Ability and knowledge to perform complex, difficult tasks.</td>
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<tr>
<td>2. Effort</td>
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<tr>
<td>I. Mental and Visual Effort</td>
<td>4</td>
<td>32</td>
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<tr>
<td>Continuous, concentrated mental and visual effort to plan and perform complex work.</td>
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<td>II. Physical Effort</td>
<td>2</td>
<td>20</td>
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<tr>
<td>Light physical effort or significant manual dexterity.</td>
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<tr>
<td>3. Responsibility for Cost Control</td>
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<td>16</td>
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<tr>
<td>Damage or waste is possible but normal care will prevent loss.</td>
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<tr>
<td>4. Responsibility for Others</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I. Injury to Others</td>
<td>1</td>
<td>8</td>
</tr>
<tr>
<td>Little or no action required to prevent physical injuries.</td>
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<td></td>
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<tr>
<td>II. Supervisory Responsibility</td>
<td>3</td>
<td>24</td>
</tr>
<tr>
<td>Assigns, reviews, and checks work of regular employees during a minor portion of the time; and/or supervises student or temporary employees during a major portion of the time.</td>
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<tr>
<td>III. Sensitive Information and Records</td>
<td>3</td>
<td>24</td>
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<tr>
<td>Controls access to and processes sensitive information.</td>
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<tr>
<td>5. Working Conditions</td>
<td>2</td>
<td>20</td>
</tr>
<tr>
<td>Frequent exposure to adverse stimulation which can result in some disagreeable working conditions.</td>
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<tr>
<td>6. Responsibility for External and Internal Relations</td>
<td>3</td>
<td>24</td>
</tr>
<tr>
<td>Considerable external and/or internal contacts to carry out responsibilities.</td>
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</table>