

Classification Specification: Library Assistant

Classification Number: 18311 Pay Grade:
Effective Date: April 14, 2014 Current Exemption Status: Nonexempt

Position Summary

Under direct supervision performs routine and some non-routine duties that support a wide range of library services which may include acting as a public service point of contact for collections, reference and/or circulation desk. Performs other library needs as assigned. Answers general informational and basic reference questions, shelves books and repairs library materials.

Essential/Primary Duties

- Answers reference questions and assists library patrons in locating materials. Checks out materials. Acts as public service point of contact. Responds to patron questions and resolves problems. Updates patron records. May open/close library.
- Maintains electronic files, records and holdings information in catalog. May receive, request, locate or send materials to other locations or shelves returned items. Processes OhioLINK requests and links items records to bibliographic records.
- May provide work direction or train student employees and functionally supervise circulation or reference desk. Receives and processes new books or other items. Arranges and transports material to cataloging.
- Trouble shoots and assists patrons with use of equipment (e.g. computers, readers, copiers).
- Conducts financial transactions (e.g. collect fines, checks receipts against invoices etc.) and resolves or refers issues for resolution.
- Creates and maintains files and records; may create bibliographic records; may send and maintain correspondence regarding gifts.
- May repair materials or send to be repaired by bindery.
- Sends and maintains general correspondences (e.g. letters regarding gifts, reminders); sorts mail

Experience and Education

Experience

- No previous related experience required

Education

- High school diploma or GED required

Physical Requirements

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Office or other indoor work: with minimal physical demands such as occasionally lifting/moving materials less than 25 pounds.

Moderate work: occasionally working in difficult position and/or with physical demands such as continuously lifting/moving materials from 25 to 50 pounds and occasionally lifting/moving materials greater than 50 pounds.

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Working Conditions

Work is generally performed in a well lit, temperature-controlled indoor environment with occasional exposure to the outdoors and/or any number of elements.

Essential Competencies

- Knowledge of basic mathematical skills
- Knowledge of basic reading skills
- Ability to carry out verbal and/or written instructions
- Ability to effectively communicate, verbally and written
- Detailed-oriented and highly accurate
- Ability to work effectively in a team environment
- Ability to interact effectively with students, faculty and/or staff or the public and represent BGSU appropriately
- Knowledge of computer skills, such as MS Office, presentations, spreadsheets and/or database entry/query
- Ability to operate computers and peripheral equipment such as printers
- Ability to draft office correspondence
- Ability to effectively utilize audio/visual equipment

Supervisory Responsibility

Full-Time

None

Part-Time

None

Providing Direction

Full-Time

None

Part-Time

None

Responsibility for Student Workers

Provides work direction and participates in training. May schedule and provide formal feedback.