



DATE ISSUED: 09/05
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

Library Assistant II

JOB SUMMARY

Performs responsible para-professional work in various units of the library. Duties include using library-related computer applications programs, personal computer applications programs and computer equipment on a daily basis. Duties may include supervisory responsibilities. Work is performed under general supervision within established policies and guidelines and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Direct supervision from assigned supervisor

Supervises: May supervise Library Assistant I and/or Student Assistants

PRIMARY DUTIES - May include, but not limited to the following:

Assists patrons in the use of library resources and materials.
Uses library related computer application programs, personal computer application programs, and computer equipment on a daily basis.
Assists in interviewing, hiring, scheduling, training, supervising, and evaluating staff in assigned area of the library.
Compiles reports and maintains records and statistical data as directed.
Assists in the circulation, security, and processing of library materials and resources.
Shelves and inventories books as assigned.
Corrects records for items added or withdrawn from the library.
Prepares and maintains records for circulation, periodicals, other serial publications, book purchases and receipts, and verification for payment of vouchers for these materials.
Prepares communication claiming materials not received.

ADDITIONAL DUTIES

Performs other duties as requested.

EDUCATION

High school diploma or equivalent required. Some college coursework preferred.

EXPERIENCE

Two years of library or related work experience required. Education beyond the required high school education may substitute for required experience on a year-for-year basis.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

Working knowledge of office practices and methods.

Ability to perform detailed computer work.

Ability to learn library related computer programs.

Ability to supervise others.

Ability to work in a rapidly changing environment.

Ability to communicate and work effectively with others in writing, orally, by telephone or e-mail, and in person.

Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.

Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.

Ability to represent the department and University in a friendly, courteous, and professional manner.

Ability to use a personal computer and other office equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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While performing the duties of this job, the employee is occasionally required to stand; clean; sit; sort; hold; squat; stoop; stand; twist the body; walk; and write walk; use hands to finger; handle, or feel objects, tools or controls; reach with hands and arms; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

WORK ENVIRONMENT

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors in an office setting. The noise level in the work environment is low to moderate. The employee may be required to travel.

SAFETY

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.