Job Title: Library Assistant

Job Code: 10706

JOB SUMMARY

The Library Assistant is responsible for providing circulation services for all library materials at a technical college.

MAJOR DUTIES

Provides basic reference and research services, including bibliographic instruction to students; Processes or assists in the processing of orders for books, journals, audio-visual materials, Braille and other reference materials; Assists in the promotion of library publicity projects; Assists in providing library orientation sessions; Performs administrative/clerical duties and production functions; Assists library patrons in accessing computers and available software applications; Processes overdue notices, places SIS holds; locates and enters book prices for billing; Arranges displays and maintains display cases; Monitors the use of and maintains supplies for library; Coordinates peer tutoring program; Processes interlibrary loan requests.

COMPETENCIES

Knowledge of library science standards and trends Knowledge of cataloging and inter-library loan procedures Skill in the operation of computers and job-related software programs Oral and written communication skills Skill in interpersonal relations and in dealing with the public Decision making and problem solving skills

MINIMUM QUALIFICATIONS

High school diploma or equivalent *and* One (1) year of related work experience

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.