

BOARD OF REGENTS STATE OF IOWA

REGENT MERIT SYSTEM

Class Title: Library Assistant II

Class Code: 1502

Pay Grade: 508

GENERAL CLASS DESCRIPTION:

Under general supervision, performs library duties requiring an in-depth knowledge of the policies and procedures of the assigned unit and basic knowledge of related services. Duties involve the use of the library's automation system, various software packages, conventional library materials and office equipment. May provide functional supervision to merit and/or student employees.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Performs public service and/or technical processing duties that require in-depth knowledge of unit and basic knowledge of library, university, consortium, and national policies, procedures, rules, standards and codes.
2. Frequently uses one or two library automated system modules in such activities as inputting information or searching for moderately difficult records. Applies basic knowledge of other modules.
3. Applies basic knowledge of software packages such as e-mail, print and electronic document processing, or specialized applications used by the unit.
4. Assists library users providing service and information relative to the area of assignment and throughout the library.
5. Communicates with other university offices and outside agencies such as libraries and vendors on matters of moderate complexity.
6. Provides input in the development of unit policies and procedures.
7. Provides partial training of student employees and/or merit staff and responds to their questions. Checks work of student employees and provides input on the evaluation of their performance.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed, nor is it intended that related duties cannot be required.

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8. Works alone in and is fully responsible for a unit for limited periods.
9. Performs duties with limited authority to make exceptions; higher-level staff is normally available onsite to whom problems may be referred.

KNOWLEDGES, SKILLS AND ABILITIES:

1. In-depth knowledge of unit's routines, functions, policies, procedures, and forms.
2. Ability to communicate effectively with staff and library users, orally and in writing.
3. Knowledge of library terminology and academic and bibliographic vocabulary.
4. Basic skill in utilizing a computer, software, online systems, and conventional office equipment.
5. Ability to respond to a variety of queries from library users and staff requiring judgment in the application of unit policies.
6. Ability to accurately follow and interpret oral and written instruction and exercise judgment in its application.
7. Ability to organize and prioritize multiple tasks.
8. Ability to exercise functional supervision over employees.

MINIMUM ELIGIBILITY REQUIREMENTS:

1. Two years of library work experience, or
2. A combination of related work experience, undergraduate education, and/or post-high school library training totaling three years.

REVISION EFFECTIVE October 1, 2002