



OHIO
UNIVERSITY

**Classification and Qualification
Standards**

Senior Library Assistant

PROFESSIONAL ROLE

Career Series: Library	Job Code: 41209 Grade: B	Date Established: 7/01/2001 (Rev. 8/24/01)	FLSA Category: NON-EXEMPT
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JOB SUMMARY

Under general supervision, the developmental level classification in the library series is responsible for routine and moderately complex tasks, and applies procedures, techniques, rules, and regulations within the limited scope of the job duties. This classification makes some work procedural decisions which do not contravene policies, and requires working knowledge of library procedures and policies, and bibliographic databases in order to provide a variety of library support work and serve as first-line resource to advise library patrons on utilizing processes within the library system.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Provides work leadership and training to other classified employees and students.
2. Oversees library unit in absence of supervisor.
3. Organizes, indexes, and/or retrieves library materials through circulation and acquisitions (e.g., serials check-in; reorganizes materials for bindery; creates circulation and holding records; claims missing issues; maintains library collections; oversees library catalogs).
4. Explains, obtains, and exchanges library information or ideas.
5. Refers difficult or unusual queries to appropriate staff.
6. Performs database activities on local, regional, and national bibliographic databases (e.g., searches; edits; processes new receipts; corrects or updates records).
7. Provides instruction to library patrons in use of research tools.
8. Selects and maintains system for protecting library holdings.
9. Conducts tours and class presentations on library holdings and procedures.
10. Researches new publications and recommends purchases.
11. Performs other duties as assigned.

Worker Characteristics (knowledge, skills & abilities to perform the job duties)

Knowledge of library procedures and policies; addition, subtraction, multiplication, division, and alphabetizing; bibliographic databases; employee training and development*; and oral and written communication. Skill in operation of computer. Ability to sort items into categories according to established methods; arrange items into numerical and alphabetic order; and provide instruction to library patrons. (*developed after employment)

Minimum education & experience required (including training, registration & licensure)

9 mos. training or 9 mos. experience in library science or related field, and/or library polices and procedures. 3 mos. training or 3 mos. experience in use of bibliographic databases. 1 course or 3 mos. experience in operation of computer.

- Or equivalent of the education and experience listed above.

This job specification describes the general nature and level of work being performed by people assigned to this classification. Employees may perform some or all of these duties. Examples listed do not preclude the performance of other duties similar in nature or in level of complexity.