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## Auburn University Job Description

Job Title:	<b>Library Assistant</b>	Level I	Grade 26 \$18,400 - \$30,600
Job Code:	<b>LB01</b>	Level II	Grade 27 \$20,300 - \$33,800
FLSA status:	Non-exempt	Level III	Grade 28 \$22,300 - \$37,200

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### Job Summary

Performs a variety of library support tasks associated with maintaining the library collection and with assisting patrons in the use of library resources and equipment.

### Essential Functions

1. Processes materials according to classification, circulation, and maintenance procedures.
2. Prepares and expedites orders for library material; checks for accuracy upon receipt.
3. Prepares new material for circulation.
4. Assists patrons in use of systems and answers inquires regarding library resources and policies.
5. Provides library users with information and assistance in retrieving materials.
6. Performs a variety of library and office support tasks.
7. Assembles and prepares a variety of information and data for reports, studies and other purposes.
8. May deliver or retrieve materials from other departmental offices and libraries.

### Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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### Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Under close supervision performs routine, repetitive tasks.	Possesses limited knowledge of office procedures and library materials and use.	High school diploma or equivalent.
II	Under general supervision performs duties that are varied but standardized. Resolves routine questions and problems.	Possesses basic knowledge of office procedures and library materials and use.	High school diploma or equivalent plus 2 years of relevant experience, these years must be at the Library Assistant I level or equivalent.
III	Under general supervision performs varied and moderately complex duties. Resolves most questions and problems, referring only complex issues to higher levels.	Possesses considerable knowledge of office and library support procedures.	High school diploma or equivalent plus 4 years of relevant experience, 2 years must be at the Library Assistant II level or equivalent.

\* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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### Minimum Required Education and Experience

- Level I** High school diploma or equivalent.
- Level II** High school diploma or equivalent plus 2 years of relevant experience, these years must be at the Library Assistant I level or equivalent.
- Level III** High school diploma or equivalent plus 4 years of relevant experience, 2 years must be at the Library Assistant II level or equivalent.

#### Focus of Education

High School Diploma or equivalent

#### Focus of Experience

Experience in managing and processing data or materials, or customer/public service experience

#### Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

#### Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

#### Minimum Required Knowledge

#### Certification or Licensure Requirements:

None Required.

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### Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Work schedules, volume of work, or priorities seldom change; able to anticipate new work; minimum distractions or interruptions; seldom involves conflicting demands on time.

Job frequently requires sitting, reaching, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 1/4/2012

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