

LIBRARY SERVICES ASSISTANT

Tompkins County

Department: Tompkins Cortland Community College

Classification: Competitive

Labor Grade: 0

Approved: 0

Minimum Qualifications:

- (a) Graduation from a regionally accredited or New York State registered two year college with an associate's degree in Library Technology, Library Assistant, Office Technology, Business Management or a related field AND two years of full-time paid (or the equivalent part-time and/or volunteer) library clerical experience which includes experience in computerized library operations; **OR**
- (b) Graduation from high school or possession of a high school equivalency diploma AND four years of full time paid (or the equivalent part-time and/or volunteer) library clerical experience which includes experience in computerized library operations; **OR**
- (c) Any combination of training and experience equal to, or greater than, that specified in (a) and (b) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This position entails a wide variety of data management and frontline service work requiring previous library training or knowledge of library techniques, computer skills, and customer service skills. This position requires frequent independent decision-making and judgment. The Library Services Assistant works under general supervision, receiving detailed instructions only when policies have not been determined. Incumbents supervise most student assistants working in the Library. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Responsible for the interviewing, hiring, firing, scheduling and work quality of a large number of student assistants;
- Oversees the day-to-day operations of the interlibrary loan program;
- Maintains the library onsite reserve collections; as well as the day-to-day operations of the reserve service;
- Maintains all circulation function records,
- Compiles and reports data for statistical reports;
- Collects or debits monies from fines and replacement costs and handles related financial records;
- Responsible for mailing/distributing all notices related to library circulation and interlibrary services;
- Responsible for compiling and reporting delinquent borrower information to the College;
- Enters registrations and issues borrower identification cards according to established procedures
- Provides information to the public at the circulation desk on library policies and procedures;
- Prepares and updates instruction manuals for student assistants;
- Performs bibliographic searches using standard sources such as printed resources, the library computer catalog and online databases;
- Performs ongoing computer database maintenance tasks such as adding and deleting records and producing reports;
- Operates library public access catalog, Library System GUI clients, personal computer, printer, fax machine and other office equipment;
- Coordinates the operation and maintenance of photocopiers, microform readers/printers;
- Responsible for correct reshelving of Library items and orderly cleanliness of Library equipment and general study room;
- Communicates with vendors in person and via routine correspondence for copier and interlibrary loans issues;
- Prepares library materials for circulation;

- Inspects returned library material for damage;
- May provide guidance to patrons on the use of the library collection;
- Instructs other staff in specialized clerical work of unit;
- Maintains an inventory of library and office supplies;
- Assists in library collection inventories;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Excellent supervisory skills;
- Excellent knowledge of library services and practices;
- Good knowledge of office terminology, procedures and equipment;
- Working knowledge of basic arithmetic functions of addition, subtraction, multiplication, and division;
- Working knowledge of the fundamentals of computers, computer databases, and peripheral equipment;
- Working knowledge of keeping and checking financial records and accounts;
- Basic ability to operate an alphanumeric keyboard such as a word processor, or personal computer (speed is not critical);
- Ability to prepare narrative or tabular material using a personal computer and appropriate software (no spreadsheets);
- Ability to perform close detail work involving considerable visual effort and strain;
- Ability to understand and carry out oral and written instructions;
- Ability to articulate ideas and information effectively;
- Ability to train and supervise student assistants;
- Ability to work effectively with other staff;
- Ability to establish and maintain cooperative working relations with other departments and outside agencies.
- Dependability, accuracy, integrity, and good judgment are required;
- The physical condition of the employee shall be commensurate with the demands of the position.