



**University of Texas at El Paso  
Job Description**

**Job Code:** 8069  
**Job Title:** Library Assistant III  
**Department:** Job may be available in different departments/divisions  
**Reports To:** In accordance with specific departmental policies  
**FLSA Status:** Non-Exempt  
**Prepared By:** Human Resource Services  
**Creation / Revision Date:** December 10, 2010

**Summary:** Oversees the daily operations relative to area of assignment.

**Note:** The primary accountabilities below are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties. Incumbents may perform all or some of the primary accountabilities listed below. Specific tasks or responsibilities will be documented in the incumbents' performance objectives as outlined by the incumbents' immediate supervisor or manager. This position is security-sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. Must possess a valid driver's license issued by the State where the applicant resides and must be insurable as defined in the UT System BPM 16-05-02, as applicable to the performance of essential duties and responsibilities of the position.

**Statement of Duties and Responsibilities:**

- Performs duties of Library Assistant II.
- Works closely with department head in developing service objectives and in planning and implementing goals and special projects.
- Ensures operational efficiency and economy of divisions or departments.
- Provides proper training to personnel upon implementation of new policies and procedures.
- Collaborates with other unit supervisors in coordinating activities for all units.
- Collects, maintains, analyzes, and generates statistical reports pertaining to area of assignment.
- Provides support in absence of personnel.
- Schedules and directs activities of workers within assigned unit.
- Works evenings and weekends as assigned.
- Serves on committees.
- Knowledge of all Microsoft Office software and able to learn and use institutional software systems.
- Complies with all State and University policies.
- Other duties may be assigned.

**Supervisory Responsibilities:** Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Minimum Education required:** High school diploma or general education degree.

**Minimum Experience required:** Five years of related experience to the statement of duties and responsibilities; or equivalent combination of education and experience.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with



disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee is regularly required to stand; walk; sit; use hands to feel; reach with hands and arms; and talk or hear. The employee must occasionally lift and move up to 50 pounds.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually quiet.