



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

Job Code: 8072
Job Title: Library Assistant I
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: Provides information to patrons on library related materials and procedures.

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:

Searches databases, local libraries holdings, and libraries to provide information to readers; selects, downloads, and verifies bibliographic records from national and local databases; assists patrons in use of electronic equipment.

Sorts returned materials according to classification code; returns books to shelves or designated storage area; identifies materials that need repair.

Assists with preparing new materials for circulation including property stamping, security stripping, and coding.

Reviews records to compile list of overdue books; issues overdue notices to borrowers.

Processes and maintains reserve materials and interlibrary loans.

Receives and logs arrival of incoming library materials; packs outgoing library materials returned to vendors or other libraries; logs outgoing library shipments for tracking purposes.

Prepares purchase orders for library materials; coordinates and records payment for received materials; checks orders for new materials against existing collection; prepares and expedites orders.

Maintains patron and library records; processes request forms; maintains ledger of invoices paid; orders office supplies.

Collects and prepares library related statistics; performs varied library clerical tasks.

Locates and checks out materials to patrons; inspects returned materials for damage; collects fines; assists at the circulation desk; corrects bar codes and call number errors on database system.

Answers phones; checks in and processes mail.

Performs cash box reconciliation; processes and posts payments and holds to patron accounts.

Updates patron and item records; generates reimbursements; interprets fine policies; performs receipt and payment functions of materials.

Assists with stack maintenance.

Assists in supervising and training student assistants.

Works evenings and weekends as assigned.

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: No supervisory responsibilities.

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 (GED).

Minimum Experience required: One year 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 regularly required to stand; walk; sit; use hands to feel; reach with hands and arms; stoop, kneel, crouch, or crawl; 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.