

UNIVERSITY OF SOUTHERN CALIFORNIA

Supervising Library Assistant

Job Code: 141007

Grade: G
OT Eligible: Yes
Comp Approval: 2/8/1994

JOB SUMMARY:

Provides specialized public and/or technical library services and assists a Librarian in the day-to-day operation of a library facility. Leads Library Assistants and student workers engaged in specific library functions such as stack or serial maintenance, and/or regular or reserve circulation.

JOB ACCOUNTABILITIES:

***E/M/NA % TIME**

- | | | |
|-------|-------|--|
| _____ | _____ | Provides library patron support services, as assigned. Includes location of materials, reference services and instruction on use of facilities and equipment (microfilm/fiche readers, photocopying machines, files, indices, maps, computerized reference sources, etc.). Supervises the opening and closing of stacks and reading rooms. Researches and provides requested information from internal and external sources. |
| _____ | _____ | Assists Librarian(s) in development of policies and procedures related to specific functions of the library department. Explains library policies to patrons. Prepares and maintains procedures manuals for library. Enforces library and copyright policies. |
| _____ | _____ | Leads unit employees and/or student workers as assigned. Trains and provides additional instruction as required. Schedules, assigns, and prioritizes workloads on a daily basis. Sets appropriate goals and deadlines. Ensures timely completion of unit's work. Assigns special projects requested by Librarian(s). |
| _____ | _____ | Interviews, hires, and terminates student workers. Assesses performance and provides feedback. Counsels student workers as needed. Processes student personnel/payroll paperwork. Maintains all records including time sheets and hiring/termination notices. Manages student wages allocation. Prepares budget projections and assists in administration of unit budget(s) as assigned. |
| _____ | _____ | Establishes and maintains records of shipments, searches, library files, and status reports as assigned. Routes materials to cataloging and other locations. |
| _____ | _____ | Oversees quality control measures for library system's patrons database. Identifies and resolves inappropriate records. |
| _____ | _____ | Compiles and analyzes technical/public services statistics as necessary or as assigned. |
| _____ | _____ | Prepares and maintains procedure manuals for library. Prepares reports as assigned. May include library usage, inventories, accounting reports, orders, etc. Establishes and maintains records of orders, lists, and indices. |
| _____ | _____ | Liaises with vendors and sales representatives regarding invoices, orders, shipments, title changes, and price changes. |
| _____ | _____ | Provides backup support and relief coverage within unit, as needed. |

- E _____ Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with University Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of University's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.
- _____ _____ Ensures that library patrons and supervised staff comply with all applicable library policies and procedures.
- _____ _____ Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

***Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.**

EMERGENCY RESPONSE/RECOVERY:

- Essential: No
 Yes In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:

- High School or equivalent
- Combined experience/education as substitute for minimum education

Minimum Experience:

- 1 Year
- Combined education/experience as substitute for minimum experience

Minimum Field of Expertise:

Experience in and comprehensive knowledge of library operations. Ability to lead other staff in work assignments. Knowledge of one or more foreign languages.

Preferred Education:

Associate's Degree

Preferred Experience:

3 Years

Preferred Field of Expertise:

Library technology with lead experience.

Skills: Administrative:

- Assemble and organize numerical data
- Balance figures
- Communicate with others to gather information
- Compute totals
- Coordinate work of others
- Establish filing systems
- Gather data

- Input data
- Maintain filing systems
- Prioritize different projects
- Research information
- Understand and apply policies and procedures

Skills: Other:

- Budget control
- Communication -- written and oral skills
- Counseling
- Knowledge of applicable laws/policies/principles/etc.
- Lead/Guidance Skills
- Research
- Scheduling
- Teaching/Training

Skills: Machine:

- Computer Network (University)
- Personal Computer
- Photocopier
- Word Processor

Supervises: Level:

Leads one or more employees performing similar work

SIGNATURES:

Employee: _____ Date: _____

Supervisor: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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