

The University of Texas at San Antonio

Job Description

Job Title: Library Assistant IV
Code: 8068
Salary Code: 57
FLSA Status: Exempt
Department/Division: Job available at 1604, Downtown campus libraries, and Archives at ITC
Reports To: In accordance with specific departmental policies

Summary

- **Function:** To provide the highest level of paraprofessional and advanced operational and/or technical skills necessary to the operation of a university library. Including advanced knowledge of library practices and procedures.
- **Scope:** Responsible for performing duties requiring advanced operational and/or technical skills, substantial knowledge of general library services with expertise in a particular area, current knowledge of developments and trends and considerable independent judgment in area of responsibility.

Duties

- **Typical:**
 1. Manage and supervise a small unit or functional area.
 2. Recommend and interpret existing procedures and practices in an area of specialization or assigned unit.
 3. Attend meetings; gather data and write reports for distribution and/or presentations inside and outside the department.
 4. Act as a project manager for specific library projects that may include overseeing routines, verifying work, and supervising other staff and coordinating workflow across departmental lines.
 5. Interview, hire and evaluate support staff for the unit within the Library's and University's policies and procedures. Train staff in the use of the Library's automated system and subsystems using a computer. Counsel, coach and teach support staff.
 6. Interact regularly with faculty, staff, students, other university departments, external agencies, institutions, and companies in the formal acquisition and dissemination of information including official statistical data, formal surveys, academic program reports, etc.; the compilation of a wide variety of data from other institutions and vendors such as sales proposals and licensing requirements; the resolution of complex vendor issues such as EDI, receipts, and payments; and in response to a wide variety of patron information needs.
 7. Assess patron research needs. Instruct library clientele in the use of the online catalog and other online tools for locating information. Teach the techniques of complex searching. Teach patrons how to develop an extensive

<p>knowledge of the library collection.</p> <ol style="list-style-type: none"> 8. Perform complex bibliographic searching to identify or locate materials. Ensure the correctness of citations for materials to be acquired by the Library. 9. Prepare and oversee complex orders, receipts, and resolve problems with serials, periodical subscriptions, or monographs. 10. Complex cataloging, including original cataloging, which requires specialized knowledge or expertise in a specific subject area or fluency in a language other than English. 11. Assist with management to develop policies for the functional area. <ul style="list-style-type: none"> • <u>Periodic:</u> <ol style="list-style-type: none"> 1. May resolve complex issues for LAI, LAII and LAIII positions. 2. May perform duties of LAIII, LAII or LAI within the unit or department as needed. 3. May act in place of a professional librarian in his/her absence when needed. 4. Perform other duties as assigned.

Education

Required	Preferred
High School graduation or GED.	Bachelor's degree or other specialized training or knowledge.

Other Requirements

Required	Preferred
Some positions require a valid Texas State driver's license and approval to drive UTSA vehicles.	N/A
Criminal Background Check (CBC)	

Experience

Required	Preferred
Six years of relevant library work.	Seven or more years of relevant library work.

Equipment

Required	Preferred
Ability to learn software/hardware or equipment and tools used in the operation of the unit to which assigned.	Experience in software/hardware or equipment and tools used in the operation of the unit to which assigned.

Working Conditions

Usual	Special
Usual office and library conditions with exposure to book mold, dust, dirt and mildew. Depending upon position, reaching, bending, and lifting.	Some positions require night and/or weekend work. Overtime may be required during peak periods. Special requirements for lifting, bending, reaching, and moving materials.

Supervision

Received	Given
General supervision by a Librarian, allowing significant decision making authority within areas of responsibility.	May supervise LAI, LAII, LAIII, clerical staff, student worker, volunteers, or interns.

Accuracy

Accuracy in all phases of the duties performed. Excellent verbal and written communication skills. Demonstrated effective interpersonal skills. Ability to interact in a professional manner with faculty, staff, students and the public. Strong customer service skills.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.