

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Library Assistant I  
Code: 8072  
Salary Grade: 52  
FLSA Status: Non-Exempt  
Department/Division: Job available at main and downtown campus library  
Reports To: In accordance with specific departmental policies

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## *Summary*

- Function: To provide paraprofessional library skills necessary in the operation of a university library.
- Scope: Responsible for performing paraprofessional duties requiring a basic knowledge of general library services, a working knowledge of specific areas of the library to accomplish a variety of tasks within that area, independent judgment to carry out procedures of limited complexity which may require choices of methodology within stated guidelines.

## *Duties*

- Typical:  
Depending upon the assigned work area, the following duties may apply.
  1. Checks materials in and out of the Library; accepts money, provides change and writes receipts for fines and fees; remove student holds through Banner; and creates and updates patron records using a computer terminal and cash drawer in support of the circulation function of the Library; and assist in purchasing library materials using vendor online database.
  2. Identifies and locates materials and updates records in accordance with library services procedures using a computer terminal; place books in order, sensitizing books, and placing books into stacks; and process reserve materials through tagging and labeling.
  3. Responsible for the coordination of mail services for the Library, which may include lifting and packaging materials.
  4. Disseminate accurate information to patrons of Library and University on policies, procedures, and technical support of copiers and printers.
  5. Provide instruction to enable Library clientele to use the online catalog for locating materials.

6. Receive new materials for the Library to include checking shipments and invoices for accuracy; delivering materials and creating invoices in local database.
  7. Prepare materials and arrange for shipment to a commercial bindery; maintain records of bindery shipments; and assist in deciding specifications for each item to be bound.
  8. Perform other duties as assigned.
- Periodic:
    1. Keeps statistics and contributes information to reports for the unit or operation. This may involve using a variety of standard software programs such as MS Word, dBase, Excel, or calculators and fax machine.
    2. May be responsible for training and supervising clerical staff and students and may be responsible for interviewing and/or hiring at those levels.
    3. May act in place of a higher level paraprofessional in their absence.

### *Education*

<b>Required</b>	<b>Preferred</b>
High School graduation or GED.	Two years of college.

### *Other Requirements*

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

### *Experience*

<b>Required</b>	<b>Preferred</b>
One year of general office experience.	One year of general work experience in a library environment.

### *Equipment*

<b>Required</b>	<b>Possible</b>
Ability to learn to operate equipment used in unit or operation.	N/A

### *Working Conditions*

<b>Usual</b>	<b>Special</b>
Usual library conditions.	Some positions require night and/or weekend work, special requirements for lifting, bending, reaching, and moving book trucks, and may include exposure to book mold and dust.

***Supervision***

<b>Received</b>	<b>Given</b>
General supervision from a superior with special instructions on new or complex procedures. Generally allowed decision making authority within guidelines established for the routines.	May supervise clerical staff and/or student assistants and may interact with other units on campus as part of an established routine. Generally responsible for training centered on a specific routine or task.

***Accuracy***

Proficiency in all phases of the duties performed.

***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.

***Internal Control***

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.