

**San Jose · Evergreen Community College District
Classified Job Description**

Position: Library Assistant

Department: Library

Location: Evergreen Valley or San Jose City College

Date: 8/28/2017

POSITION PURPOSE

Under the direction of an assigned administrator, perform a wide variety of duties, complex clerical, routine administrative and paraprofessional library in a college library/media center; assist in specialized activities in the selection and purchase of both book and non-book library/media center materials.

KEY DUTIES AND RESPONSIBILITIES:

1. Perform specialized and technical paraprofessional level work in the acquisition, processing and distribution of library/media center materials requiring the successful coordination of a variety of specialized library tasks and details from the initiation of a relevant procedure to its completion. Maintain specialized knowledge and skills in various phases of library techniques and functions.
2. Oversee and participate in the ordering, receipt and processing of a variety of library/media center materials and supplies.
3. Work closely with library personnel to ensure coordinated, effective services.
4. Identify books and non-book materials to be purchased by publisher and complete purchase orders.
5. Contact publishers, producers, distributors, program directors and suppliers regarding shipping/receiving instructions and discrepancies.
6. Respond to questions and requests for information from publishers, faculty, students and library personnel and resolve complaints of callers.
7. Monitor library budget accounts and applicable grant fund accounts.
8. Identify vendors and wholesalers from which best prices for library/media center materials can be obtained.
9. Research delayed shipments and work with publishers and other vendors to correct problems such as incorrect and late shipments, incorrect billing, and incomplete orders.
10. Initiate and monitor material returns.
11. Work closely with accounting personnel to coordinate payments to publishers and other book and library/media material sources.
12. Maintain current information on publishers' policies, new editions, and other essential information.
13. Perform a wide variety of office and routine administrative duties such as completing paperwork for personnel, payroll and budget functions.
14. Establish, maintain and update a variety of records and files related to library/media center operations and inventory including budgetary/financial records, purchase orders, facility usage summaries and circulation data.
15. Independently compose routine correspondence and reports related to library functions.

16. Assist in the preparation of a variety of statistical reports required by State and other agencies.
17. May serve as secretary to a committee preparing agendas and taking minutes.
18. Maintain schedule and calendar for supervisor of staff vacation, absences, and coordinate relief coverage for lunch and breaks.
19. Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

1. Standard library procedures of a complex nature including practices, methods and procedures used in library/media center book and materials purchasing.
2. Publishing companies, book vendors, and other sources of supply.
3. Reference materials used to identify pertinent information about book and non-book materials.
4. Types and use of materials/media in a library collection.
5. Basic mathematics and fundamental bookkeeping methods and techniques.
6. Library of Congress bibliographic cataloging practices and classification schedules
7. Practices for searching, creating and revising standard MARC cataloging using an on-line bibliographic utility program.
8. English usage, spelling, grammar and punctuation.
9. Modern office methods, practices and equipment including personal computers and related software.

Skills and Ability to:

1. Apply sound accounting and bookkeeping techniques and procedures.
2. Maintain accurate and up-to-date records, files and documentation.
3. Perform a variety of book and audio-visual materials buying activities.
4. Communicate effectively, orally and in writing.
5. Train, plan and direct the work of other employees.
6. Type at a rate of speed necessary for effective job performance.
7. Operate a calculator, facsimile machine, computer and other office equipment.
8. Analyze situations carefully and adopt an effective course of action.
9. Establish and maintain effective and cooperative working relationships with others.
10. Work with a significant degree of independence in carrying out assigned duties and schedule work to effectively meet deadlines and schedules.

Experience and Education:

1. Graduation from high school supplemented by college level course work in library technical assisting or related field.
2. Four years of increasingly responsible technical or paraprofessional work experience in a library including technical services or circulation services and secretarial experience.
3. Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic back of groups historically underrepresented, and groups who may have experienced discrimination.

Board Approved: 11/12/1991, 03/14/2000

Salary Range: 90

EEO Category: 2B3 – Technical/Paraprofessional