

## Position Descriptions

I. **POSITION:** Library Assistant III

II. **CURRENT CLASSIFICATION:** Library Assistant III

III. **SUPERVISOR:** Assistant Director, Reference & Access Services, Blake Beals

IV. **JOB PURPOSE:**

The primary function of this position is to oversee and manage the day-to-day access to and upkeep, maintenance and organization of the Law Library reserves collection. This position also provides circulation and information/reference services to faculty, students, attorneys, the public and other Law Library patrons.

V. **DUTIES AND RESPONSIBILITIES**

A. Reserve Collection Manager.

Overseeing and managing the day-to-day access to and upkeep, maintenance and organization of the Law Library reserves collection, which consists of a core collection, student academic success collection, other collections as needed, and class reserves. Work includes, but is not limited to:

1. Working with vendors to maintain awareness of materials that can be updated and deciding which materials need to be updated;
2. Maintaining records of the reserve collection and reviewing records to determine updating needs;
3. Working with Law Library personnel to obtain updates;
4. Working with Law Library personnel to identify materials to be added or removed from the collection;
5. Reviewing space for the collection and advising the Assistant Director, Reference & Access Services regarding space needs for the collection;
6. Updating of records to reflect the addition of new materials to the collection and removal of materials from the collection;
7. Working with faculty regarding placement and removal of class reserves; and
8. Producing statistics of use on request.

B. Information/Reference Services

Daily, and at times alone, providing information/reference services to law faculty, staff, students, attorneys, members of the public, and other Law Library patrons. These services consist of, but are not limited to:

1. Analyzing patron information needs and assisting patrons with research and reference;
2. Choosing and recommending library resources, both print and electronic, that best match educational and research needs;
3. Teaching patrons to search the on-line catalog, traditional print resources, electronic databases, and the Internet;
4. Making appropriate referrals when patrons need specialized assistance;
5. Anticipating and answering questions from many types of library users about the facility and about the location of materials and services;
6. Answering questions about policies and procedures and interpreting and enforcing policies and procedures as needed;
7. Assisting the Assistant Director, Reference & Access Services in developing and drafting policies and procedures; and
8. Providing operating instructions and troubleshooting for public access computers, photocopiers/scanners and microform digital equipment.

C. Circulation Services.

Daily, and at times alone, providing circulation services to law faculty, staff, students, attorneys, members of the public, and other Law Library patrons. These services consist of, but are not limited to:

1. Charging and discharging materials through use of the circulation module of the Law Library's automated, integrated library system;
2. Updating patron records; and
3. Resolving collection circulation issues.

D. Other

1. Maintaining proficiency in areas of expertise and responsibility related to position duties;
2. Maintaining awareness of current and new print or electronic resources available to assist Law Library users;
3. Participating in appropriate professional development activities and organizations;
4. Assisting Technical Services as needed; and
5. Assisting with workload of other Law Library staff, as needed.

**VI. DIRECTION RECEIVED**

Assistant Director for Reference & Access Services

**VII. DIRECTION GIVEN**

May supervise student assistants.

**VIII. INTERNAL CONTACTS**

Coordinates with Law Library staff. Works with Law faculty, staff and students.

**IX. EXTERNAL CONTACTS**

Assists attorneys, members of the public and others researching in the Law Library.

**X. JOB SPECIFICATIONS**

Requires a Bachelor's degree and two years of experience in library public services functions.

**XI. SCHEDULE**

This is a full-time permanent position requiring a 37.5 hour work week.

## **XII. REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND CHARACTERISTICS**

- A. Knowledge of library practices and procedures.
- B. Experience and comfort with using computers in a work setting.
- C. Good customer service skills and ability to work effectively with a diverse and demanding clientele.
- D. Ability to establish and maintain productive working relationships with a variety of faculty and staff colleagues within the Law School community.
- E. Sound judgment and good decision-making skills.
- F. Excellent verbal and written communication skills and interpersonal skills to work effectively with faculty, staff, students, attorneys, the public, and others.
- G. Knowledge and understanding of and experience with Innovative Interfaces Integrated Library System Circulation module, or a comparable system.
- H. Must be able to work independently as well as part of a team.
- I. Excellent attention to detail and ability to maintain a high level of accuracy in his/her work.
- J. Flexibility in a changing environment.

## **XIII. WORKING CONDITIONS/PHYSICAL DEMANDS/SPECIAL CONDITIONS**

Technology oriented academic research law library with some similarity to an office environment. While performing the duties of this job, the employee is regularly required to sit; use hands to handle or feel; and talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand; reach with hands and arms; and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.