The UNIVERSITY of MISSISSIPPI

JOB DESCRIPTION

Senior Library Assistant

**Definition of Class**
Responsible for performing a range of complex library services related to the acquisition, cataloging, circulation, stacks maintenance, and interlibrary loan of library materials. Performs a broad range of functions in support of general information and user assistance services. Reports to a librarian or senior staff manager.

**Examples of Work Performed**
Assists and instructs patrons in the use of library materials, equipment, and facilities. Is highly proficient in using a variety of print and online tools to answer information requests, including the online catalog, library databases, and the Internet. Interprets complex citations. May conduct tours.

Interprets library policies and governmental regulations concerning collections and circulation to the public.

Requests materials from other libraries around the world, providing rapid, efficient delivery of information in support of research and teaching.

Creates and edits bibliographic records in the local database under the guidance of a librarian or library manager. Checks copy cataloging done by lower level staff. Provides additional cataloging access points and upgrades OCLC records from minimal to full. Coordinates library catalog clean-up project.

Performs complex copy cataloging, K-level original cataloging, subject and call number analysis using appropriate electronic and print tools to support such functions as acquisitions/serials and cataloging.

Analyzes complex bibliographic changes for serials troubleshooting.

Processes archival collections, creating inventories and guides. Assists in the preparation of exhibits.

Supervises a library function, such as acquisitions, binding, circulation, approval plan, preservation, serials, check in and claiming, etc., under the guidance of a librarian or senior staff manager.

Hires, trains, schedules, supervises, and evaluates student workers, including providing disciplinary action when needed. Assists in training lower level staff. Performs some departmental payroll functions.

Supervises stack maintenance operations such as shelving, shifting, and identifying items for repair/preservation. Maintains inventories of furniture, equipment, and supplies.

Prepares statistical reports documenting library use, items processed, accomplishments, goals, and personnel changes.

Has fiscal responsibility for accounting functions. Monitors budget(s).

Serves as library liaison with designated external agencies and businesses such as other libraries, governmental agencies, and library vendors.

Works with staff in other departments to assist in developing/revising operational procedures and policies.
May be assigned responsibility for operation of a library unit in the absence of a library manager.

Performs related or similar duties as required or assigned.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Effectively perform complex bibliographic searches using print tools and a variety of online systems such as library databases, OCLC, the integrated library system (III), etc.
2. Prepares statistical and fiscal reports and maintain records.
4. Use strong analytical and problem-solving skills effectively to perform assigned duties.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the University of Mississippi’s Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate’s ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

**Physical Exertion:** The incumbent may be required to lift up to approximately 50 pounds.

**Vision:** Requirements of this job include close vision.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening.

**Motor Coordination:** While performing the duties of this job, the incumbent is regularly required to use hands to finger, handle or feel objects, tools, or controls. The incumbent is frequently required to sit or stand; and to reach with hands and arms. The incumbent is occasionally required to walk; and to stoop, kneel, crouch or crawl; and to climb or balance.

**Experience/Educational Requirements:**

**Education:**
High School Diploma or equivalent (GED).

AND

**Experience:**
Two (2) years experience related to the above described duties.
Interview Requirements

Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer. The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.