

Sam Houston State University Human Resources

Staff Classification Description – Library Assistant II

Skill Category: Clerical

Position (Employee) Class: 5N262 (N1); 5N263 (N2), 5N264 (NB), 5N265 (TD)

Grade: 07

Date: 11/2014

Department: Newton Gresham Library

Educational & Experience Requirement: Associate degree or sixty hours of college required. No experience required. Library experience would be helpful. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Provides responsible technical, supervisory, and public services skills necessary in the operation of a specific work unit in the university library.

Supervision Given & Received: Works under general supervision and may supervise student employees or be delegated functional supervision of other Library Assistants.

Primary Responsibilities: Interviews student employee job applicants and make hiring recommendations. Prioritizes, schedules, and delegates work to assigned personnel. Trains personnel. Establishes rules and procedures for work activities. Monitors and checks work of assigned personnel. Recommends policies or procedures. Implements new or revised policies or procedures. Maintains equipment in assigned area and makes minor repairs. Maintains and updates files. Prepares correspondence to library patrons and personnel or to other university libraries throughout the United States. Compiles monthly logs and tallies of statistics related to work activities. Completes forms and worksheets and prepares time sheets and other work records for self and assigned personnel. Answers patron or faculty inquiries of a complex nature by telephone, mail, or in person. Prepares monthly financial reports, vouchers and annual reports of a technical nature in regard to a specific work unit in the library. Performs routine and semi-complex purchasing and materials management work to obtain books and other library resources at the time and place needed, in the right quality and quantity using correct procedures and judgment to meet the needs of the university at the lowest reasonable cost, consistent with market conditions, while maintaining fairness and integrity. Performs a variety of moderately complex accounting tasks such as posting, checking, and proofing entries to accounts. Processes accounts payable of a standardized nature. Prepares expenditure reports. Balances and reconciles expenditures on the integrated library system with the university financial system. Provides information to library management. Prepares payment approval forms and other documents affecting payment of funds. Enters payment data into the integrated library system and university financial accounting system and balances expenditures in these systems against each other on a monthly and yearly basis. Builds the safety and security after 5 p.m. and on Sunday 2 p.m. to 11 p.m. Performs other related duties as assigned.

Other Specifications: Normally will be involved in routine contacts with faculty, staff, students, and other patrons and some important contacts with other universities up to or more than 50% of the time. Therefore, ability to deal effectively in contacts with people is necessary. Working conditions are normally in a semi-private or general working area of the library with little or no disagreeable conditions. Ability to operate general office machines and familiarity with Windows type computer applications is needed. Must be able to lift and carry boxes; load and push book trucks; and shelve books. May require the ability to type.

Work schedules are generally 8 a.m. - 5 p.m. However, work schedules may vary according to library needs which include evening work and weekends. Some positions are scheduled exclusively for evening and weekend work.

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.