

**BOARD OF REGENTS
STATE OF IOWA
REGENT MERIT SYSTEM**

Class Title: Library Assistant III

Class Code: 1503

Pay Grade: 510

GENERAL CLASS DESCRIPTION:

Under general supervision, performs complex library duties requiring judgment, interpretation, and problem-resolution skills. Duties involve the use of the library's automation system, various software packages, conventional library/office materials and equipment, searching for and creating records, and/or responding to user inquiries. May provide functional supervision to merit staff and/or administrative supervision to student employees.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Performs public service and/or technical processing duties that involve in-depth knowledge of unit, library and university policies/procedures. Applies basic knowledge of consortium and national policies, procedures, rules, standards, and codes.
2. Applies broad-based, in-depth knowledge of the library's automated system modules in such activities as searching for complex records, creating records, and problem resolution.
3. Applies in-depth knowledge of software packages such as print and electronic document processing, spreadsheets, or specialized applications used by the unit.
4. Assists library users with service and information of high complexity involving problem resolution and/or a limited degree of user instruction.
5. Has contact with other university offices and outside agencies such as libraries and vendors on matters involving problem resolution.
6. Recommends unit policies and priorities; develops unit procedures.
7. Fully supervises no more than 20 (6.5 FTE) student employees and/or provides functional supervision of a limited number of merit staff.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed, nor is it intended that related duties cannot be required.

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8. Manages a large unit.
9. Performs duties with the authority to make exceptions; higher-level staff is normally available to whom difficult problems may be referred.

KNOWLEDGES, SKILLS AND ABILITIES:

1. In-depth knowledge of unit's routines, functions, policies, procedures, and forms.
2. Ability to communicate effectively with staff and library users, orally and in writing, including the ability to draft procedures, policy recommendations, and user education materials.
3. Knowledge of library, academic, and bibliographic vocabulary.
4. Skill in utilizing a computer, software, online systems, and conventional office equipment.
5. Ability to respond to a variety of queries from library users, staff, and outside agencies requiring judgment and interpretation of unit and institutional policies.
6. Ability to accurately follow and interpret oral and written instruction and exercise judgment in its application.
7. Ability to organize workflow and prioritize multiple tasks for self and others.
8. Knowledge of and ability to apply the principles of supervision.

MINIMUM ELIGIBILITY REQUIREMENTS:

1. Three years of library work experience, or
2. A combination of related work experience, undergraduate education, and/or post-high school library training totaling four years.

REVISION EFFECTIVE October 1, 2002