

MARIST COLLEGE

Office of Human Resources

Library Assistant (CL-3)

Department

Library

Summary

Responsible for a variety of technical and clerical tasks associated with the ordering, cataloging, and processing of materials, as well as other necessary tasks in direct support of the library. Work is performed independently, following a well-defined set of rules and procedures

Duties and Responsibilities

- Order, receive, process, lend, borrow, research and claim library materials and supplies using a variety of systems
- Support patrons in accessing library materials
- Purchase and catalog library materials using OCLC, Voyager, and the Integrated Online Library System (IOLS)
- Maintain IOLS shelf-list, bibliographic records, and OCLC holdings information
- Maintain and process reserve items in the database files
- Sort and distribute office mail on a daily basis
- Assist in processing of gifts and maintaining of circulation and patron files
- Fill in at the Circulation Desk during peak periods or staff shortages
- Greet all queries and requests with courtesy and tact, and in a manner consistent with policies and procedures
- Make contact with College Housekeeping, Maintenance, and Security to report problems, keep logs, and follow up on requests
- Provide upkeep of reprographic machines, carry out bindery repairs
- Perform other job-related duties as required

Requisite Skills

- 6B-Intermediate Office Organization
Consistently demonstrates ability to manage operational aspects of the office with minimal to no supervision, including time management, information distribution, and project deadlines. Consistently demonstrates ability to file documents and student records using standard filing procedures as well as a familiarity with retention policies
- 7B-Intermediate Record and Data Processing
Consistently demonstrates ability to process routine forms and records quickly and accurately, using multiple programs, and investigate and resolve problems such as missing or inaccurate data. Consistently demonstrates attention to detail
- 14B-Intermediate Data Searching (Software)
Effectively demonstrates intermediate knowledge of various web-based search engines used in department. Consistently demonstrates ability to operate navigational tools with no guidance
- 15A-Basic Interpersonal Communication
Consistently demonstrates courtesy, tact and professionalism, as well as sensitivity to the concerns or interests of others in conveying information. Demonstrates patience and the ability to handle difficult people
- 16A-Basic Judgment
Consistently demonstrates ability to reference operational procedures within department on routine matters and select suitable response with minimal guidance
- 17A-Basic Responsibility
Consistently demonstrates ability to prioritize, coordinate and complete (start to finish) basic work assignments, with either assistance or instruction, such as supervising student workers
- 18A-Basic Organizational Knowledge
Consistently demonstrates working knowledge of immediate work area and department