



**Job Code:** 3976

**Grade:** 15

**HCWR:** N

**Job Title**

Library Assistant

**Department**

Professional Education

This position is exempt from Career Service under the CCH Personnel Rules.

**Job Summary**

Under the direction of the Director of Academic Center or designee, performs a variety of customer service and paraprofessional duties in the Academic Center Library related to circulation, cataloging, interlibrary loans, stack management and shelving materials. The Library Assistant will assist with maintaining the library collection of books, serial publications, documents, subscriptions, technological resources, and other materials.

**Typical Duties**

- Opens and/or closes Library
- Assists users in locating materials
- Orders print and non-print materials according to established guidelines
- Maintains new print and non-print materials according to established guidelines
- Receives and processes new library materials according to established guidelines
- Re-shelves materials and shifts materials as needed
- Assists with administrative duties such as answering phones, filing, making copies, faxing, etc.
- Directs users to appropriate source of information
- Maintains overdue list of materials and calls delinquent patrons
- Performs inventory of library resources as needed
- Accurately records statistics
- Maintains shelving of daily newspapers
- Repairs materials as needed
- Checks Library to ensure all materials are properly shelved, department is clean and orderly
- Completes projects as assigned by the Director of Academic Center

**Minimum Qualifications**

- Associates of Science Degree from an accredited college or university required
- Knowledge of library practices, procedures, and techniques

**Preferred Qualifications**

- Prior experience in a medical library

**Knowledge, Skills, Abilities and Other Characteristics**

- Working knowledge of personal computers, Microsoft Office (Word, Excel, PowerPoint), and online catalog software
- Strong interpersonal and customer service skills



**Knowledge, Skills, Abilities and Other Characteristics**

- Thorough knowledge of library practices, procedures, and techniques
- Knowledge of medical terminology
- Exceptional organization skills
- Ability to communicate effectively with a variety of individuals
- Ability to exercise independent judgment
- Ability to understand, and accurately carry out written and verbal instructions
- Ability to bend, lift, and push moderately heavy objects

**Physical and Environmental Demands**

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

**The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.**

**For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.**