

**SAM HOUSTON STATE UNIVERSITY
STAFF CLASSIFICATION DESCRIPTION**

TITLE: Library Assistant I

EEO CATEGORY: Clerical

JOB NUMBER: 0-1811

STATUS & GRADE: NE-04

DATE: 05/2002

DEPARTMENT: Newton Gresham Library

EDUCATIONAL & EXPERIENCE REQUIREMENT: High school graduate or G.E.D. equivalent. Minimum of two (2) years relevant clerical experience; library experience would be helpful. Or a combination of education, experience, and training that would produce the required knowledge and abilities.

NATURE & PURPOSE OF POSITION: This is specialized clerical work involving the application of standard library techniques and procedures related to a specific library function. Work involves performing duties requiring basic knowledge of library practices and procedures.

SUPERVISION GIVEN & RECEIVED: Work is performed under the general supervision of a Librarian or Library Associate with some latitude for independent judgment while following established practices and policies. Incumbent may supervise student assistants.

PRIMARY RESPONSIBILITIES: Responsibilities may include but are not necessarily limited to the following: Charges and discharges books, renews books, and collects fines. Uses PC applications in area of responsibility including data entry. Sets up and maintains reserve collections. Assists in cataloging operations according to accepted standards. Prepares and maintains records of periodicals and other serial publications. Prepares periodicals and other materials for binding and maintains binding records. Does basic book repairs and bindery work as required. Performs general bibliographic verification for ordering, cataloging, and interlibrary loans. Processes U.S. government documents. Does on-line services activities. Verifies and prepares vouchers for payment. Prepares order forms. Contacts vendors for proper maintenance of library equipment. Assists students in using computers. 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. THE ESSENTIAL ELEMENTS OF THE JOB MAY VARY ACCORDING TO WORK UNITS AND ARE IDENTIFIED BY THE RESPECTIVE DEPARTMENT FOR VACANCY NOTICES. ANY QUALIFICATIONS TO BE CONSIDERED AS EQUIVALENTS IN LIEU OF STATED MINIMUMS REQUIRE THE PRIOR APPROVAL OF THE DIRECTOR OF HUMAN RESOURCES. SAM HOUSTON STATE UNIVERSITY IS AN "AT WILL" EMPLOYER. DRUG FREE/SMOKE FREE WORKPLACE. SECURITY SENSITIVE IN ACCORDANCE WITH EDUCATION CODE 51.215. DRUG TESTING AS REQUIRED BY D.O.T. FOR SAFETY SENSITIVE POSITIONS. PAY GRADE RANGE IS INCLUSIVE OF SOCIAL SECURITY BENEFIT REPLACEMENT PAY.

**SAM HOUSTON STATE UNIVERSITY
STAFF CLASSIFICATION DESCRIPTION**

TITLE: Library Assistant II

EEO CATEGORY: Clerical

JOB NUMBER: 0-1812

STATUS & GRADE: NE-07

DATE: 05/2002

DEPARTMENT: Newton Gresham Library

EDUCATIONAL & EXPERIENCE REQUIREMENT: Associate degree (60 college hours) with no experience required. Library experience would be helpful. Or a combination of education, experience, and training that would produce the required knowledge and abilities.

NATURE & PURPOSE OF POSITION: To provide responsible technical, supervisory, and public services skills necessary in the operation of a specific work unit in the university library. Responsible for performing specialized duties requiring advanced operational skills and technical knowledge of library practices and procedures.

SUPERVISION GIVEN & RECEIVED: General supervision is usually available from a librarian, but incumbent is expected to resolve work problems as they arise, make independent decisions, and work on most assignments with substantial independence. Incumbent may supervise student assistants or be delegated functional supervision of other Library Assistants.

PRIMARY RESPONSIBILITIES: Duties performed will vary with the particular unit assigned to in the library. Duties may include but are not limited to the following: Interviews student assistant job applicants and makes 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; may make minor repairs; responsible for building safety and security (after 5 p.m. and on Sunday 2 p.m. to 11 p.m.); 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; 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; and may be required to prepare monthly financial reports, vouchers and annual reports of a technical nature in regard to a specific work unit in the library. 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 shelf 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.

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**SAM HOUSTON STATE UNIVERSITY
STAFF CLASSIFICATION DESCRIPTION**

TITLE: Library Associate

EEO CATEGORY: Professional

JOB NUMBER: 9-1813

STATUS & GRADE: E-09

DATE: 04/1999

DEPARTMENT: Newton Gresham Library

EDUCATIONAL & EXPERIENCE REQUIREMENT: Bachelor's degree in related field as required by library needs. No experience required. Previous library experience would be helpful. Or a combination of education, experience, and training that would produce the required knowledge and abilities.

NATURE & PURPOSE OF POSITION: Maintain library collection of books, serial publications, documents, and other materials. Assist individuals or groups in locating and obtaining materials. Furnish information on library activities, facilities, rules, and services. Explain the use of reference sources, describe or demonstrate procedures for searching catalog files. Supervision and training of staff and students in a work unit.

SUPERVISION GIVEN & RECEIVED: Receives minimum supervision from professional Librarian. Normally supervises student assistants or library assistants.

PRIMARY RESPONSIBILITIES: Supervision and training of staff and students working in a defined library work unit. Performs complex tasks that requires independent decision making. Helps to develop policies and procedures that increases productivity. In addition, will normally in one, several, or all of the following activities oversee and assist a work unit to search catalog files and shelves to locate information; issue and receive materials for circulation or for use in the library; assemble and arrange displays of books and other library materials; maintain reference and circulation materials; compile list of library materials according to subject or interest; and, select, order, catalog, and classify materials. Performs other related duties as assigned.

OTHER SPECIFICATIONS: May require the ability to type. Familiarity with PC's and Windows applications. Night or week-end work may be required. Must be able to lift and carry boxes; load and push book trucks; and shelve books.

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**SAM HOUSTON STATE UNIVERSITY
STAFF JOB DESCRIPTION**

TITLE: Library Business Manager **EEO CATEGORY:** Professional

JOB NUMBER: 0-1823

STATUS & GRADE: E-9

DATE: 05/1999

DEPARTMENT: Newton Gresham Library

EDUCATIONAL & EXPERIENCE REQUIREMENT: Bachelor's degree in Business Administration, Public Administration or related field. No experience is required. Or a combination of education, experience, and training that would produce the required knowledge and abilities.

NATURE & PURPOSE OF POSITION: To provide direction and supervision to the staff employed in the Library's Business Office; to ensure that the library facilities and equipment are in good working order; to manage the library's operating and maintenance expenditures under the authorization of the Director; and to maintain complete budgetary information of library funds.

SUPERVISION GIVEN & RECEIVED: Supervises and recommends or exercises responsibility for the hiring, supervision, and disciplinary action of the non-professional Library Business office staff. Operates under general supervision within the established guidelines.

PRIMARY RESPONSIBILITIES: In charge of setting up the library's fiscal budget on a computer spreadsheet. Must maintain fund balances of all library accounts and provide monthly financial reports and budget projections to the Director. Acts as a purchasing agent for all supplies, equipment and services in the library. Must be knowledgeable in the use of State Purchasing and General Services Commission guidelines. Must maintain personnel files on all faculty and staff in the library, determine funding for the hiring or resignation of employees and also for any promotions, reclassifications, or summer employment. Prepares and maintains personnel and payroll information for all Library faculty, and staff. Is responsible for the maintenance of the library building and equipment therein. Offers supervisory assistance and guidance to the Business Office staff to aid in the successful completion of Library operations and work flow. Performs other related duties as assigned.

OTHER SPECIFICATIONS: Related duties as assigned.

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