STAFF JOB DESCRIPTION

Library Assistant II

<table>
<thead>
<tr>
<th>POSITION REPORTS TO:</th>
<th>Library Director</th>
<th>DATE: May 2, 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT:</td>
<td>Library</td>
<td>LOCATION: All Locations</td>
</tr>
<tr>
<td>POSITION NUMBER:</td>
<td>Varies</td>
<td>FLSA: Non-Exempt</td>
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<td>PAY GRADE:</td>
<td>10</td>
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POSITION DESCRIPTION: Performs public service and clerical duties of a varied and complex nature in the operations of assigned area in the TCC Library, according to established procedures.

SUPPORTS STUDENT LEARNING BY: Carrying out public service and clerical duties to support the primary services of the TCC Library.

TITLES OF POSITIONS DIRECTLY SUPERVISED: None

POSITION REQUIREMENTS: (Describe the level of education, specialized training, skills, and experience required to perform the duties & responsibilities of this position.)

1. High school diploma or GED.
2. Requires one to two years training or experience in Library operating including assistance in locating information in print and electronically.
3. Ability to interact effectively as a member of a team.
4. Ability to organize work and maintain accuracy.
5. Knowledge of computer hardware and software.
7. Customer service experience preferred.
**POSITION DUTIES:** (List the 10-12 most important duties and responsibilities performed by this position in descending order of importance.)

1. Assists patrons at the information desk and online with finding resources and locating information.

2. Assists with interviewing, training, scheduling, and overseeing daily work assignments of the Library Aide and Library Assistant I positions.

3. Checks out library materials to patrons.

4. Prepares new library materials and may prepare overdue notices and carry out other clerical assignments needed in the TCC Library.

5. Keeps up to date statistics.

6. Organizes the ordering, storage, and distribution of supplies and oversees the maintenance of machines, electronic devices, and other items used in the TCC Library.

7. Ensures an orderly and welcoming study environment.


9. Promotes Library resources and services.

10. Performs other duties related to the position as required or directed.

NOTE: The omission of specific statements of duties does not exclude them if the work is similar, related or a logical assignment to the position.

APPROVAL: [Signature] Chief Human Resources Officer