

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2023**

LIBRARY ASSISTANT

FLSA STATUS: NON-EXEMPT – PAY GRADE: 6-C

JOB FAMILY: STUDENT SERVICES

JOB FUNCTION: STUDENT SERVICES

GENERAL STATEMENT OF JOB

The Library Assistant performs work involving library functions, services, and circulation of library materials. This position provides general information and directional support to students, staff, and faculty; circulation services such as processing interlibrary loans, managing course reserves, checking resources in and out, and making student IDs; and routine tasks such as answering phones, distributing mail, and scheduling study rooms for students.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Serves as first point of contact for general information to patrons regarding staff availability, campus directions, and other FSCJ resources.

Provides general technical assistance to patrons, including computer help, printing services, adding funds to Essential Bucks, and resetting passwords.

Performs routine administrative support work, such as following the daily opening and closing procedures, answering phones, distributing mail, checking book drops, maintaining library email accounts, monitoring room booking systems, completing data entry, and attending regular meetings.

Provides circulation services, including checking materials in and out (books, videos, calculators, etc.), processing interlibrary and inter-campus loans, and managing course reserves.

Maintains proficiency in use of automated systems, such as the integrated library system and the library catalog portal.

Prints student ID cards and educates students about the ways in which they may use the card.

Keeps the service desk, shelves, and public spaces organized and stocked with supplies.

Checks library furniture, computer stations, printers, and bookshelves to determine items that may need repair or disposal.

Advises student workers on library procedures and how to perform basic library tasks and answer patron questions.

Completes routine collection maintenance tasks such as shelving, shelf reading, and reviewing items on the lost and missing lists.

Collaborates with the librarian to create library displays to market library materials and bring attention to library and other college programs.

Provides positive and student focused library services support.

Performs other related duties, as required.

SUPERVISION RECEIVED

Supervision is received from the Library and Learning Commons Manager.

SUPERVISION EXERCISED

None.

MINIMUM QUALIFICATIONS

High school diploma or high school equivalency with one (1) year of general office or business experience.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires the ability to read Standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperment: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 11/1998

Revised: 10/2000; 12/2018; 10/23/23