



JOB INFORMATION

<i>Job Code:</i>	141007
<i>Job Title:</i>	Supervising Library Assistant
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	Leads one or more employees performing similar work.
<i>Job Family:</i>	Library Services
<i>Job Family Group:</i>	Libraries
<i>Management Level:</i>	6 Supervisor

JOB SUMMARY

Provides specialized public and/or technical library services and assists a Librarian in the day-to-day operation of a library facility. Leads Library Assistants and student workers engaged in specific library functions such as stack or serial maintenance, and/or regular or reserve circulation.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		High school or equivalent	
	X	Associate's degree	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		1 year	
	X	3 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Experience in and comprehensive knowledge of library operations.
X		Ability to lead other staff in work assignments.
	X	Knowledge of one or more foreign languages.
	X	Library technology with lead experience.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Provides library patron support services, as assigned. Includes location of materials, reference services and instruction on use of facilities and equipment (microfilm/fiche readers, photocopying machines, files, indices, maps, computerized reference sources, etc.). Supervises the opening and closing of stacks and reading rooms. Researches and provides requested information from internal and external sources.				
Assists Librarian(s) in development of policies and procedures related to specific functions of the library department. Explains library policies to patrons. Prepares and maintains procedures manuals for library. Enforces library and copyright policies.				
Leads unit employees and/or student workers as assigned. Trains and provides additional instruction as required. Schedules, assigns, and prioritizes workloads on a daily basis. Sets appropriate goals and deadlines. Ensures timely completion of unit's work. Assigns special projects requested by Librarian(s).				
Interviews, hires, and terminates student workers. Assesses performance and provides feedback. Counsels student workers as needed. Processes student personnel/payroll paperwork. Maintains all records including time sheets and hiring/termination notices. Manages student wages allocation. Prepares budget projections and assists in administration of unit budget(s) as assigned.				
Establishes and maintains records of shipments, searches, library files, and status reports as assigned. Routes materials to cataloging and other locations.				
Oversees quality control measures for library system's patrons database. Identifies and resolves inappropriate records.				
Compiles and analyzes technical/public services statistics as necessary or as assigned.				
Prepares and maintains procedure manuals for library. Prepares reports as assigned. May include library usage, inventories, accounting reports, orders, etc. Establishes and maintains records of orders, lists, and indices.				
Liaises with vendors and sales representatives regarding invoices, orders, shipments, title changes, and price changes.				
Provides backup support and relief coverage within unit, as needed.				
Ensures that library patrons and supervised staff comply with all applicable library policies and procedures.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties

at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.