Sul Ross State University
Position Description

Official Title: Library Assistant, Systems and Interlibrary Loan   **Salary Group**: 5 (3/4 Time = $15,521.25)   RC   **Job Code**: 3236

Summary
General Statement
This person provides technical assistance and expertise, day-to-day administration, and broad support for traditional and emerging library software solutions and standards.

Duties and Responsibilities
- Oversee borrowing and lending of library materials in support of the information needs of the faculty, students, and staff of Sul Ross and other libraries' clientele
- Assist and support all modules of the Library's Sirsi Dynix system
- Assist and support the Library's Ebsco Discovery system
- Assist and support OCLC WorldCat Discovery system
- Maintains and updates entries in the electronic journal list and link resolver
- Generates monthly statistical reports on library online and collection usage
- Assist in preparation of state and national library surveys
- May be on call for assistance as long as Library is open to the public.
- Attends meetings and training courses as needed to remain current with the changing technology.
- Performs other reasonable duties as required.
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Commented [ABA1]: Absorbed by Tech Services

Commented [ABA2]: Not attending to until hired

Minimum Qualifications & Requirements
Knowledge/Skills/Ability
- Strong knowledge of personal computers including PC and Mac
- Ability to troubleshoot hardware and software problems
- Knowledge of the internet, Microsoft Office, Windows
- Good communication skills
- Ability to work independently

Supervision
- Received: Reports to the Systems and Discovery Services Librarian
- Given: May supervise student workers

Education
- Required: Bachelor's Degree
- Preferred: Degree in computer science or library science

Experience
- Required: Three years of experience in systems management or a related technical environment.
- Preferred: Direct experience working in a university library setting.

Working Conditions
Usual: Service oriented environment in direct and continual contact with the public; flexible schedule encompassing early morning to late night and weekend hours as demanded to meet supervisory and security requirements. Position is Security Sensitive.

Special: Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: February 2017