

Legislative Reference Library Job Description

Name:

Position Title: Library Aide--Reference Services Group

Position Track: Untracked

Level of Incumbent: 2

Reports to: Reference Services Group Manager

Date: August 2018

Objective of Position: To maintain special collections notebooks and databases; to process and maintain the print news clipping collection; and to provide general clerical and computer input support in a professional, non-partisan and politically neutral manner.

Responsibilities and Tasks:

Percentage of time: 25%

1. *Processes and maintains the electronic and print news clipping collection
 - Participates in daily processing of legislative news for the Library News Archive.
 - Prepares legislative district clipping files for long-term retention by microfilming or other methods.
 - Retrieves material from the storage area as requested by library staff. Re-files and maintains materials in storage area as necessary.

Percentage of time: 25%

2. *Fulfills requests generated from the library's current awareness services.
 - Scans or copies requested articles as appropriate.
 - Downloads requested articles from websites and bibliographic databases when available electronically.
 - Troubleshoots problems with article fulfillment with Reference Services Manager , and information systems staff members.
 - Edits online images for quality control.
 - Enters citations to articles requested through the Contents Pages service into the database.

Percentage of time: 20%

3. Staffs the circulation desk.
 - Answers telephones, takes messages, and forwards calls appropriately.
 - Circulates materials to patrons.
 - Refers reference questions to reference staff.
 - Maintains confidentiality when receiving and responding to requests for services.

Percentage of time: 10%

4. *Works with librarians to maintain special collections, Web pages, notebooks and databases (Including, but not limited to, agency notebooks, legislative and subject notebooks.)
 - Researches and verifies legislative and policy statistics.
 - Maintains and organizes notebooks.
 - Enters and revises data in web pages and databases.
 - Maintains finding aids.
 - Files materials that are received regularly or frequently, but not checked in.
 - Works with the Reference Services Manager to identify space needs.
 - Creates new personality and organization files.

Percentage of time: 5%

5. *Serves as backup for the Contents Pages electronic service.
 - Scans all new periodicals each day.
 - Edits online images for quality control.
 - Coordinates electronic delivery.

Percentage of time: 5%

6. *Serves as backup in providing general clerical and computer input support for library services.
 - Posts mail.
 - Photocopies or scans materials for Library staff and for our primary clientele as requested.
 - Sends out INSIDE ISSUES weekly.
 - Other document or web page creation as assigned.

Percentage of time: 5%

7. Serves as back-up for shelving books, reports, and reference materials.

Percentage of time (#8-10): 5%

8. *Maintains the general appearance of the Library reading room, and the basement storage area, by filing clipping folders, clearing the tables of materials, re-filing materials, and straightening the shelves as necessary.
9. Serves as a page to other buildings in the Capitol Area Complex to deliver and pick up materials.
10. Participates in staff working groups and continuing education activities.

*Denotes essential functions under the ADA.

Budget Responsibility: None

Supervisor Responsibility: None

Scope of Relationships (internal):

- Daily contact with reference librarians to collaborate to accurately provide information.
- Regular contact with the Reference Services Group and the informal public services group to discuss issues and projects.
- Occasional contact with staff teams to design and execute special projects.

Scope of Relationships (external):

- Occasional contact with legislators, legislative staff, state employees, and the public.

Working Conditions/Physical Demands: Normal office conditions.

Education/Training/Licenses/Certifications:

High school graduation or equivalent and advanced educational work.

Minimum Qualifications:

- Ability to follow established procedures with minimal supervision.
- Basic understanding of the legislative process.
- Familiarity with library online catalogs.
- Good written communication skills (e.g. spelling, grammar).
- Basic computer skills (e-mail, file management, knowledge of text formatting, word processing, spreadsheets, and other data entry).

Desired Personal Attributes:

- Tact and poise maintained under pressure.
- Detail-oriented, with attention to accuracy and consistency.