

Classified, Administrative Assistant – Library: Duties and Responsibilities

The Administrative Assistant, Classified III, is responsible to the Director of Library Services.

This is a security-sensitive position and is subject to a criminal history record. (Texas Government Code 411.094 & Texas Education Code 51.215)

Specific duties include:

1. Assist faculty and students in locating, using, and circulating materials in the library.
2. Assist faculty and students with the library's databases and other informational resources. Provide assistance in person, by phone, and online via live chat. Record reference transactions.
3. Assist students in using campus-wide informational systems including MyVC and Canvas.
4. Attend library meetings, workshops, and in-service programs. Participate in LS2 webinars and other professional development opportunities to sharpen skills and remain up-to-date on cataloging processes and procedures.
5. Assist with the cataloging and processing of new materials for circulation for all campus locations.
6. Assist in updating the library website. Upload newsletters, promotional materials, and other files to the library server.
7. Assist in revising and updating library instructional and training materials including research guides, informational flyers, and employee training manuals.
8. Assist in training new library employees.
9. Assist in the planning and implementation of library promotional events including Welcome Centers and Resource Fairs.
10. Manage study room reservations including printing new pages for each week, recording student reservations, taking calls for reservations, and hanging signs to indicate upcoming room reservation requests.
11. Assist in the maintenance of the library's online catalog. Utilize the library's LS2 software for deleting titles which have been withdrawn from the library collections.
12. Promote library resources and services through book displays and promotional materials posted on bulletin boards and TV message boards at CCC and STC.

13. Control and circulate periodicals.
14. Answer the phone and direct calls.
15. Assist the Director in collection development, weeding, and space allocation.
16. Assist with the inventory of library collections.
17. Assist with the compilation and tabulation of library survey results.
18. Assist with the maintenance of library computers and printers.
19. Run reports for overdue books at assigned campus location at the end of semesters.
Mail overdue notifications and place holds for unreturned books in the library's LS2 software and in Colleague.
20. Process ILL requests using the new statewide resource sharing program, SHAREit.
21. Issue TexShare Cards to students, faculty, and staff.
22. Assume special responsibilities on assignment by the Director of Library Services, the Vice-President of Instructional Services, and the President.

Revised 05/19, 11/22, 06/24, 05/25