

# University of Houston – Clear Lake

## Position Description

Job Title: **Library Associate - Govt. Documents**

Job Code: **5422**

Pay Grade: **120**

FSLA: **NE**

Location: **UHCL**

Retirement Program: **TRS**

### QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelors degree.	
Experience	Two years library or relevant office experience. An equivalent combination of education and work experience will be considered.	Government documents experience in academic library. Familiarity with SuDocs classification and GPO processing and cataloging guidelines. Microsoft Word, Access and Excel experience
License/Certification		

*This position may be security sensitive requiring a background check of the final candidate.*

### POSITION SUMMARY

The Library Associate (Govt Documents) is responsible for the daily processing of government publications received through the Federal and State depository systems. This includes preparing publications for public access, recording statistics, maintaining an accurate record of holdings, and shelving documents in all areas of the Library. The Associate directly trains and supervises temporary staff in the Government Documents area. The Associate frequently assists patrons and Library staff in locating documents.

Duties and responsibilities	% Time
Trains and supervises temporary staff in receiving shipments, checking in and preparing documents for shelving, recording statistics, and filing claims; prepares documents for disposal and exchange; maintains procedures manuals and checklists	75
Maintains and prepares databases and spreadsheets necessary to depository operations.	15
Assists patrons and Library staff in locating documents. Other duties as assigned.	10

*This position description describes the general qualifications, duties and responsibilities of work being performed.*