

Legislative Reference Library Job Description

Name:
Position Title: Senior Library Assistant – Reference Services Group
Position Track: Untracked
Level: 4
Reports to: Reference Services Manager
Date: August 2025

Objective of Position: To provide general support for the programs and services of the library; to manage the circulation functions; to support maintenance of the Library's catalog, to provide legislative history assistance; to assist in staffing the circulation desk in a professional and politically neutral manner.

Responsibilities and Tasks:

Percentage of time: 20%

1. *Staffs the desk in the Minnesota Senate Building location and the circulation desk at the main location.

- Answers selected reference questions
- Refers in-depth reference questions to reference staff
- Answers telephones, takes messages, and forwards calls appropriately
- Maintains confidentiality when receiving and responding to requests for services
- Circulates materials to patrons

Percentage of time: 15%

2. *Manages the functioning of the circulation desk. Coordinates the flow of work covering circulation activities.

- Collects and maintains circulation statistics
- Establishes due dates and coordinates overdue process
- Trains new library aides to assist at the circulation desk
- Maintains and updates the Circulation and Overdues procedures manuals
- Fulfills requests for materials generated from *Just In* and *Inside Issues – Books and Reports* services
- Shelves books, reports, and reference materials

Percentage of time: 30%

3. *Assists in the processing and cataloging of library materials

- Utilizes cataloging software to make edits in bibliographic records under the direction of the cataloger
- Processes added volumes, physically or electronically, to add to the Library's catalog
- Processes newly acquired state documents
- Collaborates with Collection Services Manager and the cataloger to identify materials to be withdrawn

- Monitors and updates web addresses of materials in the Library's catalog
- Scans print-only state documents for electronic archiving

Percentage of time: 10%

4. *Provides access and assistance with bill tracking and legislative history materials.

- Assists patrons with legislative history of bills
- Uses web-based and print sources to track legislative history
- Processes acquired legislative history materials, including committee minutes
- Monitors the consistency and completeness of electronic committee minutes

Percentage of time: 10%

5. *Provides assistance to patrons using library tools, including the online catalog, the internet, the microfiche readers, and the photocopiers.

- Assists patrons using the online catalog
- Solves minor equipment problems
- Notifies the Business Manager of equipment malfunction
- Notifies the Information Systems Manager when library computer systems malfunction

Percentage of time: 5%

6. Contributes to staff-developed reference materials

- Compiles and maintains opinion poll database
- Develops and revises legislative statistic notebooks and web pages as assigned
- Compiles and maintains executive order database

Percentage of time: 5%

7. *Alerts patrons to new journal articles in patron-selected areas of interest.

(*Inside Issues* current awareness service for legislators and staff)

- Scans newly received issues of journals
- Selects articles relevant to pre-determined issues
- Creates citation records of selected articles

Percentage of time: Responsibilities 8, 9, 10 – 5%

8. Indexes selected greater Minnesota newspaper for the newspaper archives.

9. Serves as back-up for interlibrary loan services.

10. Participates in continuing education activities and staff working groups.

*Denotes essential functions under the ADA.

Budget Responsibility:

None

Supervisor Responsibility: Indirect supervision of Library Aides, in their roles at the circulation desk

Scope of Relationships (internal):

- Daily contact with reference librarians
- Occasional contact with staff teams to design and execute special projects.

Scope of Relationships (external):

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

Working Conditions/Physical Demands: Normal office conditions.

Education/Training/Licenses/Certifications: Bachelor's degree

Minimum Qualifications:

- Excellent verbal communication skills
- Approachable and accessible public service demeanor
- Familiarity with the legislative process
- Basic computer skills

Desired Qualifications:

- One year of library experience
- Basic understanding of the construction of library catalog records
- Basic knowledge of HTML, of web page creation and maintenance

Desired Personal Attributes:

- Curiosity, flexibility, and persistence in pursuing information.
- Ability to take initiative, work independently, organize efficiently, and make appropriate decisions.
- Grace under pressure, and the ability to prioritize quickly in busy situations.
- Detail oriented