

# Providence Health System-San Fernando Valley Service Area

## LIBRARY/CME ASSISTANT

### Job Code 6910-A

#### *Position Summary*

Assists in the daily operation of the Health Science Library and supports the Manager of Continuing Medical Education (CME). Organizes the technical services of the library by maintaining audio-visual equipment. Performs a broad range of supporting administrative duties and relieves the Health Science Library supervisor of administrative detail as appropriate.

Type Position Summary

#### *Position Accountabilities*

##### **The following are essential job accountabilities:**

1. Demonstrates Providence Health System – San Fernando Valley Service Area's core values of respect, justice, compassion, stewardship, and excellence to customers, employees, visitors; and provides quality service in the performance of work assignments and duties. (2)
2. Exercises discretion, diplomacy & independent judgment when dealing with internal & external clients and confidential information. (2)
3. Maintains established departmental policies & procedures, objectives, quality assurance program and safety standards. (1)
4. Provides high quality customer services to all recipients of educational and library information. (2)
5. Performs general office tasks as needed. (1)
6. Oversees document delivery to library patrons by photocopying materials from the collection, emailing of PDFs, faxes or through interlibrary loan (ILL). (1)
7. Processes circulating materials including overdue notices via EOS.Web, reshelving of materials used and record keeping. (1)
8. Processes journals on a daily basis including claims for overdue or missing issues. (1)
9. Responsible for audio-visual equipment use and scheduling. Equipment includes LCD projectors, laptop computers, TVs & VCR/DVD players, overhead and slide projectors. (1)
10. Assists with care and maintenance of department equipment and supplies. (1)
11. Oversees processing of gifts/donations to the library. (1)
12. Maintains professional growth and development as well as participating in educational and in-service meetings. (1)
13. Assists the CME manager on a regular basis by supporting the CME program (2)
14. Maintain and enhance physician and library intranet websites

15. Performs other duties as requested or assigned.

**The following job accountabilities may be reassigned:**

(Note: You must add footnotes for those accountabilities that are direct patient care related.)

15. Assists in developing criteria for selection of new materials such as books, journals and audio-visual materials. (1)

Select appropriate footnotes. **NOTE:** If you are only using two footnotes, it is not necessary to list all of the footnotes below on your job description. List only the two that apply and number them 1 and 2.

1. *The performance of this function is the reason that the job exists.*
2. *This function occupies a great deal of the employee's time.*

**Job Specifications** (Enter Minimum Education, Minimum Experience, Licenses/Certifications, Working Conditions, etc.)

**Minimum Education**

Associate's Degree

**Minimum Experience**

Excellent computer skills including: word processing, spreadsheets, internet searching, database usage

Excellent organizational and communication skills; ability to shift priorities

**Preferred Certification**

Certification as a Library Assistant/Technician

**Preferred Education**

Bachelor's Degree

**Preferred Experience**

Previous Medical Library experience, specifically in a hospital setting,

Familiarity with DOCLINE and PubMed computer programs

Experience with audio-visual equipment including LCD projectors

Experience with website development

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Contact:

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