

LIBRARY ASSISTANT

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general supervision, to perform a full range of technical and paraprofessional duties in support of various programs and functions of the Library; to assist in maintaining and processing library materials; provide general library assistance to library patrons; to perform the more technical and complex tasks relative to assigned area of responsibility; and to perform related duties as assigned.

CLASS CHARACTERISTICS

An employee in this class performs library duties at a paraprofessional level and handles the more difficult clerical, public contact, and technical problems that occur. Positions assigned to this class may assume lead supervisory duties over assigned function. Supervision is received from professional employees.

EXAMPLES OF DUTIES - *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Performs technical and paraprofessional duties in support of various sections within the Library; assists in the maintenance and processing of library materials and provides general and specialized library assistance to patrons; maintains current and accurate library catalog and circulation database records; performs data entry of books, audio cassettes, paperbacks, and CD Rom products for assigned area to ensure records are accurate and up-to-date; assists the public in meeting their educational, informational, and recreation needs at the Library; answers general reference/research questions and provides readers advisory services to the public, suggesting titles and authors in response to specific user requests; searches shelves for special requests; participates in planning, preparing, and presenting programs, activities, and exhibits related to area of assignment; conducts story hours; monitors assigned collection of materials; evaluates materials for mending, discard, or re-binding; recommends withdrawals and additions to an assigned collection; selects, pulls, and re-allocates titles from assigned area for bookmobile rotations; conducts library tours; explains library policies and procedures; conducts surveys, compiles statistics, and writes periodic and special reports; performs a variety of clerical duties; monitors and maintains files; types memos and other correspondence; as assigned, plans, organizes, assigns, and provides lead supervision to a small group of library clerical personnel and volunteers; plans work schedules; conducts on-the-job training for new library clerical personnel; reviews work methods and recommends improvements; may operate and maintain audio-visual and microfilm equipment and gives instructions in its use; and may be required to work at branch libraries.

When assigned to Bookmobile:

Supervises the overall maintenance of the bookmobile; oversees and performs inspections on the bookmobile ensuring proper operation and condition of lights, tires, windshield, and related items; checks fluid level in engine and generators; fuels bookmobile and disposes of waste in waste tank; vacuums and cleans inside of bookmobile; drives bookmobile to and from daily scheduled stops; checks books out to patrons using computer; checks in and shelves books; periodically checks shelves to ensure that books are in proper order; registers patrons including data entry into the computer system; helps patrons locate books on shelves; searches for books on the computer; places hold on books for patrons; turns books in to the Central Library for mending or repair; loads and unloads books; secures supplies for bookmobile; may work on the circulation desk and perform paraprofessional duties in the Central Library and other branches as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Library organization, principles, methods, materials, practices, and common professional library terminology.
- Principles and practices used in the technical processing of materials in print and non-print formats.
- Cataloging, classification, resources, and reference materials utilized in a library.
- Principles and practices lead supervision.
- Modern office procedures, methods and equipment including computers and applicable software applications.
- Library computer processes and functions.
- Principles and procedures of record keeping.
- Principles of business letter writing and basic report preparation.
- Business English and arithmetic as it relates to the performance of paraprofessional library tasks.
- When assigned to the bookmobile, operating characteristics and basic maintenance needs of large vehicles.

Ability to:

- Perform paraprofessional library tasks including to participate in the development of educational, informational, cultural, and recreational library programs.
- Instruct, coordinate and schedule clerical library staff.
- Evaluate work methods and recommend improved procedures.
- Interpret general library policies, procedures, and facilities to the general public and staff.
- Maintain and update accurate records and files.
- Prepare clear and concise reports.
- Perform basic arithmetic calculations accurately.
- Type at a speed necessary for successful job performance.
- Operate and use modern office equipment including computers and standard business machines.
- Deal tactfully and efficiently with the public.
- When assigned to the bookmobile, operate a bookmobile safely and effectively.
- Work independently and efficiently to carry out assignments.
- Communicate clearly and concisely, both orally and in writing.

- Establish and maintain effective relationships with those contacted in the course of work.

Experience and Training Guidelines

Experience: Two years of technical and clerical experience in a public library.

Training: Equivalent to the completion of the twelfth grade.

License or Certificate:

When assigned to the bookmobile

Possession of, or ability to obtain, a valid Class B driver's license with proper endorsements.

WORKING CONDITIONS

Environmental Conditions: Library environment; extensive public contact.

Physical Conditions: Essential functions may require maintaining physical condition necessary for sitting or standing for prolonged periods of time, working in a library setting, and operating office equipment; visual acuity to read small print, computer screens, and other printed documents; speaking and hearing to exchange information. Must possess the physical strength and flexibility to bend, squat, reach above shoulder level, kneel, push/pull and lift up to 30 pounds (books, disks, etc.).

Special Conditions: Positions may require working some weekend and evening hours; may be required to adjust work schedule to meet library needs.