

## **LIBRARY ASSISTANT I / II**

### **DEFINITION**

To perform a variety of responsible, sub-professional library and clerical work in support of daily Library operations; to assist patrons in the use of the Library and related services; and to perform related duties and responsibilities as required.

Library Assistant I is the entry-level classification in the series. Initially under close supervision, incumbents learn and perform a variety of duties related to the circulation, reference, inter-library loan, and collection monitoring operations of the Library. This class is flexibly staffed with Library Assistant II and incumbents normally advance to the higher level after gaining experience and achieving proficiency which meet the requirements for Library Assistant II.

Library Assistant II is the full working level of the series, competent to independently perform the full scope of duties required. Incumbents may provide sub-professional library assistance in specialized areas of library services, such as children's services, inter-library loan processing, circulation, cataloging, reference, or other areas as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the County Librarian.

Exercises lead direction over extra-help and volunteer staff.

### **EXAMPLES OF ESSENTIAL FUNCTIONS**

Assists in planning and implementing Library programs and services.

Prepares newly acquired library materials for processing and shelving.

Performs basic cataloging work.

Performs circulation work, including checking materials in and out of the Library, maintaining circulation statistics, processing returned materials and preparing them for reshelving.

Collects, stacks, shelves and reshelves library materials.

Accepts and receives payments for overdue or lost materials and maintains related records; prepares and processing billings for lost / overdue materials.

Processes library card applications and issues library cards; maintains records of current patron information.

Receives, researches and responds to patrons' reference requests; locates and provides requested materials and information; may refer complex reference questions to professional librarians as necessary.

Assists and instructs patrons in the proper use of library equipment and reference sources.

May provide hands-on support in the maintenance of Internet services and computer equipment used in the Library system; coordinates the maintenance of the on-line computer operating system.

Reserves library materials and notifies patrons of their availability; initiates and processes inter-library loan requests.

Assists in maintaining order and discipline in the Library.

Performs various tasks related to the selection, ordering, purchasing, distribution and use of books and other materials; reviews and recommends the acquisition of new materials for the Library's collection; weeds out-dated materials from the collection.

Monitors the condition of books and materials and performs necessary binding and repairs.

Plans and prepares library displays.

Assists in researching and preparing grant applications for program and project funding.

Receives and responds to inquiries, requests for assistance, concerns and complaints from the public regarding library programs, services and policies.

Prepares and/or assists in preparing a variety of reports and correspondence related to Library operations, including budget and statistical reports, as assigned.

Participates in special projects as assigned.

Provides training and lead direction over extra-help and volunteer staff as assigned.

Assists in maintaining a neat, clean environment for staff and patrons.

Performs general clerical work as required, including preparing reports and correspondence, attending meetings, copying and filing documents, entering and retrieving computer data, answering the telephone, digitizing documents for preservation, etc.

*Library Assistant II:* (In addition to the above)

Plans and participates in special library programs, classes and services as assigned; assists with program publicity.

Opens, closes and secures Library facility as required.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

*Library Assistant I:*

Report and business letter preparation techniques.

Modern office practices and technology, including the use of computers for data and word processing.

Alphabetical, numerical and topical filing systems.

English usage, spelling, grammar and punctuation.

Basic arithmetic.

General functions and operations of a library.

*Library Assistant II: (In addition to the above)*

Pertinent laws, regulations, policies and procedures.

Basic principles and methods of library organization, services, technologies and equipment.

Structure and use of the Dewey Decimal classification system.

Basic reference practices and sources.

Library terminology.

Specialized area(s) of library service as assigned.

Information systems and automation systems as applied to library activities.

The use of the Internet for employee / patron research and reference assistance.

Principles of training and leadership.

Safe work practices.

Public / community relations techniques.

**Ability to:**

*Library Assistant I:*

Learn, understand and apply pertinent laws, rules, regulations, policies and procedures.

Sort and organize materials in alphabetical, numerical and topical order.

Understand and carry out oral and written instructions.

Type or word process accurately at a rate required for successful job performance.

Effectively use computers for word and data processing, records management.

Communicate clearly and concisely, both orally and in writing.

Prepare clear and concise records and reports.

Perform mathematical computations with accuracy.

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

Deal effectively with patrons with special needs, or in confrontational situations.

Actively pursue personal professional growth through continuing education.

*Library Assistant II:* (In addition to the above)

Locate, sort and arrange materials according to the Dewey Decimal classification and other specialized library index systems.

Perform circulation duties and provide basic reference services to Library patrons.

Provide training and leadership as assigned.

Effectively use computers for specialized library applications and Internet research.

### **TYPICAL WORKING CONDITIONS**

Work is performed in a normal office / library environment.

### **TYPICAL PHYSICAL REQUIREMENTS**

Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch, climb and reach while performing office duties; lift and/or move weights of up to 40 pounds; use hands to finger, handle or feel objects, tools or controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

**MINIMUM QUALIFICATIONS**

**Experience:**

*Library Assistant I:*

Two years of clerical experience with some public contact.

*Library Assistant II:*

Three years of increasingly responsible sub-professional library experience, or two years as a Library Assistant I in Mariposa County.

**Education:** *(Both Library Assistant I and II)*

High school diploma or GED equivalent. Completion of two years of college level course work in literature, liberal arts, library or social science or closely related field is desirable for a Library Assistant I and required for a Library Assistant II.

**Substitution:** *(Library Assistant II)*

Additional sub-professional library experience may be substituted on a year-for-year basis for the required college education.

**Additional Requirements:**

Possession of a valid California driver's license. Under certain circumstances, the Human Resources Director may accept a valid driver's license from another state if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

**This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.**