

LIBRARY ASSISTANT

DEFINITION

Under general supervision, performs a variety of clerical duties in support of library operations; performs related duties as required.

REPRESENTATIVE DUTIES

The duties listed below are examples of the work typically performed by the employee of this class. Not all assigned duties may be listed and some assigned duties may not be listed below.

1. Provides assistance to patrons at the circulation desk; processes book and library card requests; changes and collects fines.
2. Provides general and detailed information to the public on library services and resources; instructs patrons on the use of card catalogues and reference materials; assists patrons in researching and locating materials.
3. Shelves books; reads stacks; sorts and files library cards; conducts systematic search to locate misplaced materials; maintains cross reference files or indices.
4. Enters and updates card and automated files; requisitions books, films, and other library materials; maintains records and prepares routine reports; may be assigned primary responsibility for a segment of library projects (e.g. acquisitions).
5. May supervise the work of hourly employees, interns, or lead other Library Assistants in the completion of special assignments.
6. Operates a variety of office equipment, such as typewriters, photocopiers, and computers.

EMPLOYMENT STANDARDS

Education and/or Experience

One year of clerical experience including frequent public contact or any combination of training and experience that provides the desired knowledge and abilities.

Knowledge of:

Basic library procedures; English usage including correct grammar, punctuation, and spelling; public contact techniques; office methods and procedures; Dewey decimal system.

Ability to:

Alphabetize and numerically sort materials; maintain records and files; type at rate sufficient to perform the assigned duties; establish and maintain effective working relationships with superiors, peers, and the general public; tabulate and compile statistics; communicate both verbally or in writing; perform arithmetical calculations.

Special Requirements

Possession of or ability to obtain a valid California Driver's License may be required.

Physical Demands

Strength, dexterity, coordination, and vision to regularly use a keyboard and video display terminal for prolonged periods. Dexterity and coordination to handle books, files, single pieces of paper; occasional lifting of objects weighing up to 25 lbs. such as boxes of books, files, stacks of paper and other reference materials. Moving from place to place within the office; some reaching for items above and below desk level.

WORKING CONDITIONS

Generally clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise. Daily use of a video display terminal.

Date Adopted: August 6, 1996