

LIBRARY ASSISTANT

DEFINITION

Under general supervision performs library work; may be responsible for specialized library clerical functions; performs other related work as required.

DISTINGUISHING FEATURES

Work in this class requires knowledge of library techniques, functions, services, and the means for their most effective implementation and the ability to serve the public.

EXAMPLES OF DUTIES

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all -inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Essential Duties

1. Interacts with the public at service desks and maintains effective working relationships with employees and the public.
2. Performs basic reference, circulation, and customer service duties including but not limited to shelving materials, checking materials in and out, collecting fees, reader's advisory, delivering materials between locations and assisting with technology.
3. Assists and educates patrons in the use of the library and library services.
4. Interprets and enforces library policies and procedures.
5. Develops, prepares and presents programs to various age groups that meet community needs and aligns with the strategic priorities.
6. Prepares displays, exhibits, booklists, press releases, and publicity materials.
7. Participate in community events outside of the library.
8. Enters and receives orders, processes materials, creates purchase orders and requisitions, and performs copy cataloging.
9. Prepares and maintains statistical records; prepares various reports.
10. Maintains and updates various records and files.
11. Trains and supervises volunteers and library aides.
12. May function as acting librarian as needed.

Other Duties:

1. Performs related duties as assigned.

WORKING CONDITIONS

- Primarily indoor environment in a publicly accessible building
- Ambient office sounds and noises such as speaking, working office equipment and software
- Regular loud talking and other noises made by the public
- Regular work in non-office environments such as parks, schools and day care facilities.
- Travel to City work sites and locations to conduct work.
- Frequent evening and weekend shifts.

PHYSICAL DEMANDS

- Ability to push, pull, drag, and lift up to fifty (50) pounds.
- Frequent bending or stooping.
- Dexterity of hands and fingers to operate computer keyboard, library machinery, and library materials.
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.
- Hearing and speaking to exchange information and make presentations

EMPLOYMENT STANDARDS

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from high school or equivalent.

Experience: Two years of relevant experience in customer service, early childhood education or library work.

Knowledge

Knowledge of modern public library functions, services, practices, procedures, terminology and materials; modern library equipment operation, including electronic information retrieval systems and online catalogs; library classification, circulation and cataloging.

Ability

Ability to effectively perform library work; administer assigned services and functions; perform technical library tasks and operate computerized and other library equipment with speed and accuracy; interpret, apply, and explain established policies and procedures; establish and maintain accurate records; prepare reports; maintain level of knowledge required for satisfactory job performance; communicate effectively; establish and maintain effective working relationships with employees and the general public.

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Human Resources Department