

## LIBRARY ASSISTANT

### **DEFINITION:**

Under general supervision, provides paraprofessional services and assists in the operations and services at the County Library and/or branch libraries; performs a variety of patron and circulation assistance; as assigned, reports building and security issues, office supply needs and performs related duties as required.

### **DISTINGUISHING CHARACTERISTICS:**

Library Assistant is a paraprofessional class which performs a variety of duties related to the circulation, reference, inter-library loan, services to the public, and other public desk functions. Incumbents may provide primary services at a branch location, and in other specialized areas of library service.

### **REPORTS TO:**

County Librarian

### **CLASSIFICATIONS SUPERVISED:**

This classification does not provide supervision to staff.

### **EXAMPLES OF DUTIES:**

Duties may include, but are not limited to the following; assignments vary by different incumbents:

Provides assistance in the use of library facilities and resources to patrons; may be assigned independent responsibility for the operation and primary services of a branch library; answers questions, checks out material, returns material, shelves returned material, issues library cards, handles fines, interprets patron records, receives and searches patron requests for material, assists with cataloging, processing; assists with reference transactions; instructs patrons in the use of the library and its resources, enters information into library data bases and other related computer systems; ensures coordination of proper repair and maintenance of branch building and furniture; may assume responsibility for building security and performs related duties as required.

## **LIBRARY ASSISTANT - 2**

### **TYPICAL PHYSICAL REQUIREMENTS:**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and fax machine.

### **TYPICAL WORKING CONDITIONS:**

Work is performed in an office; occasionally works outside on a limited basis; continuous contact with staff and the public.

### **MINIMUM QUALIFICATIONS:**

#### **Knowledge of:**

- Operations, services and activities of a library setting.
- Library procedures and methods.
- Library reference resources.
- Correct English usage, spelling, grammar, and punctuation.
- Modern office methods, practices, and procedures including computers and assigned software.
- Basic mathematics.
- Principles and practices of customer service.
- Library operations and terminology desirable.

#### **Ability to:**

- Perform library circulation assignments.
- Shelve books and periodicals.
- Respond to patron questions and concerns.
- Interpret, explain, and apply library policies and methods.
- Make arithmetical calculations.
- As assigned, assume primary branch library operational duties.
- Maintain accurate records and prepare reports.
- Effectively represent library services with the public.
- Understand and carry out oral and written directions.
- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the line of work.
- Perform library system computerized data entry and other tasks involving operation of computers and application of standard computer hardware and software.

## LIBRARY ASSISTANT - 3

### **Training and Experience:**

*Any combination of training which would likely provide the required knowledge and experience is qualifying. A typical way to obtain the required knowledge and abilities would be:*

### **Education:**

A high school diploma or GED equivalent.

### **Experience:**

One year of general clerical assistance work experience.

Substitution for experience: One year of college level coursework in library science, literature or a related liberal arts field may be substituted for six months of the required clerical work experience.

### **Special Requirements:**

Possession of an appropriate, current, and valid California Driver's License issued by the California Department of Motor Vehicles.