

Position: Library Assistant I	AFSCME Union
Department/Site: Library	FLSA: Non-exempt
Evaluated by: Library Services Manager	Salary Grade: 21

### **Summary**

Performs routine and recurring clerical duties specific to Library operations and the provision of patron services. Duties may relate to ordering, processing, and circulation of library materials, and responding to routine requests for information and assistance.

### **Distinguishing Career Features**

The Library Assistant I is the first in a multi-level career path for Library media services. The Library Assistant I provides circulation and customer service support. Advancement to Library Assistant II is possible by additional responsibility for opening and closing the library, team leadership, and competency in customer service for circulation and reference. Advancement to Library Assistant III is based on need and requires specialization in acquisitions, library systems, inter-library lending, or a special program, in addition to those competencies expected of a Library Assistant II.

### **Essential Duties and Responsibilities**

- Assists patrons with finding library materials. Helps patrons use resource searches and library materials to locate information of interest.
- Charges out and checks in library materials. Collects service charges on overdue, lost, or damaged materials. Types overdue notices and similar short forms.
- Sorts and files books. Maintains routine files related to Library operations. Accepts applications for library cards.
- Prepares books and other materials for circulation. Applies labels, and covers to books and audiovisual materials.
- Shelves and re-shelves books into proper alpha or numeric category.
- Checks in periodicals received by the Library. Discards periodicals according to instructions. Displays or files periodicals as appropriate.
- May catalog pre-classified books and other library materials by obtaining the correct bibliographic record on-line from a computer database.
- Performs clerical tasks such as data entry into pre-established databases using data entry screens, and processing reports on items such as books that are missing, replaced, transferred, or discarded.
- Assists other staff with preparation for and presentation of children's programming.
- Participates in library beautification efforts such as but not limited to displays, placing and

aligning materials on shelves, furniture arrangements and cleanliness, and appearance of entry ways.

- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

### **▪ Knowledge and Skills**

Requires basic knowledge of library clerical procedures and basic familiarity with reference tools and sources including use of automated library card catalogs. Requires a basic understanding of the Dewey Decimal System of classification and the American Library Association rules for filing. Requires sufficient human relations skill to exercise patience and deal courteously with patrons of all ages. Requires sufficient math skill to compute sums, products, quotients, and percents. Requires sufficient writing skills to compose routine memos and announcements.

### **▪ Abilities**

Requires ability to perform all the duties of the position and to follow detailed procedures such as library filing rules. Requires the ability to work with a diverse customer population of all ages. Requires the ability to work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City and its services. Requires the ability to learn library filing systems. Must be able to learn to perform transactions within an automated library system. May be required to work evenings and weekends.

### **▪ Physical Abilities**

Incumbent must be able to function indoors in an office and/or library circulation desk environment engaged in work primarily of a moderately active nature. Requires hearing and speech ability for ordinary conversation and to project voice to a small group. Requires sufficient manual and/or finger dexterity to type/keyboard and otherwise operate microcomputers and other office equipment. Requires ambulatory ability to sit, walk, to move about office environs, and to lift and carry light to medium weight materials on an intermittent basis.

### **▪ Education and Experience**

The position requires a High School diploma plus 1 year of experience in a library, educational support setting, or equivalent in customer service. College-level courses and/or a certificate in library science is preferred and may substitute for some experience. Competency in a second language is desired.

### **▪ Licenses and Certificates**

May require a valid driver's license.

### **▪ Working Conditions**

Work is performed indoors with minimal exposure to health and safety hazards.