

LIBRARY ASSISTANT I

Title of Immediate Supervisor: Head Librarian
Accountable For: none
Division: Pioneerland Library System
Department: varies
FLSA Status: Non-exempt
Pay Grade Assignment: 1

GENERAL DESCRIPTION:

To assist clerical functions by shelving materials or performing circulation duties. To fill-in on a substitute basis in above areas as needed.

DUTIES AND RESPONSIBILITIES

This specification is an example of the kinds of functions performed by incumbents in this class and may not include all possible tasks in this work.

- Performs duties of shelver. Shelves books and materials to their proper location. Sets up carts or workroom shelves in preparation for shelving.
- Repairs books on an as-needed basis (e.g., laminating or taping spines, etc.)
- Ensures orderly appearance of library by shelf reading to maintain proper location, shifting during shelving process or for special projects, and performing clean-up duties at closing.
- Performs basics of check-out, check-in, and registration. Refers difficult transactions or problems to supervisor.
- Operates circulation system equipment in routine transactions.
- Responds to patron inquiries and assists in locating reference materials. May greet customers and answer incoming phone calls.
- Prepares library for opening and closing by attending to equipment, circulation system, reports, book drop or doors.
- Performs related work as apparent or assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of alphabetical and numerical classification system.
- Skill and ability to communicate effectively with the public in assisting them with their needs/requests.
- Skill and ability to maintain cooperative working relationships with fellow employees.
- Skill and ability to operate office and library equipment such as photocopier, computer, and printers.
- Skill and ability to follow written and oral instructions.
- Skill and ability to meet physical requirements of position.
- Skill and ability to work independently.
- Willingness to maintain flexibility in schedule and assignment.
- Skilled in the operation of office equipment such as personal computers, telephone, adding machine, photocopier and fax machines.

MINIMUM QUALIFICATIONS:

Requires some H.S. and an understanding of library organization and services; or a combination of education, training and experience necessary to perform the requirements of the job.

CERTIFICATION OR LICENSING REQUIREMENTS (prior to job entry):

None

PHYSICAL REQUIREMENTS

Positions in this class typically require: walking, stooping, kneeling, crouching, reaching, lifting, feeling, grasping, talking, hearing, and seeing.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Some light lifting and carrying of office materials may be required up to 25 pounds.

JOB CLASSIFICATION HISTORY:

Prepared by BCC 5/01

Format revised by haj 1/06