
LIBRARY ASSISTANT

General Summary

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to perform technical library work in one or more service or support units of the library system, including bibliographic services and interlibrary loan. Assignments are varied and performed independently and in accordance with established policies and procedures, although direct supervision is received on new or difficult projects. Depending on assignment, the incumbent reports to a Librarian II*Lead, Librarian III, or other supervisor.

Essential Functions and Responsibilities

Catalogs fiction and non-fiction titles, adds copies, and modifies records in the library's computerized bibliographic and cataloging system by operating a keyboard;

Verifies book and material requests submitted by Librarians for appropriate title, ISBN, price, publisher, and edition to ensure the material can be ordered as specified;

Places orders for books and other materials to vendor using an on-line computer systems;

Searches, examines, accesses, updates and edits information found in various local, national, and international computer databases;

Communicates with library users, coworkers, other agencies, and vendors to explain policies, obtain or give information, collect fees or fines, and resolve problems or discrepancies;

Keeps records of work performed such as library materials ordered from vendors, or status of loaned or borrowed material;

Performs a variety of support tasks and other paraprofessional work, such as word processing, bookkeeping, and accounting, research, or other special projects;

Trains staff, volunteers, and library users in the use of specialized computer systems or other equipment.;

Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

Knowledge, Skills, and Abilities

Knowledge of:

Basic technical library materials, equipment, practices and procedures.

Library computer databases and systems.

Ability to:

Work cooperatively with other City employees and the general public.

Communicate in the English language by phone or in person in a one-to-one or group setting.

Comprehend and make inferences from written material.

Learn job-related functions such as library's computer systems and operation of specialized equipment and databases primarily through oral instruction and observation which takes place mainly in an on-the-job training setting.

Enters data or information into a computer terminal, PC, or other keyboard device.

Work safely without presenting a direct threat to self or others.

Education, Experience and Training:

Two years of technical library experience or a two-year library technician degree. Other combinations of experience and education that meet the minimum requirements may be substituted.

Additional Qualifications

Some positions will require the performance of other essential and marginal functions depending upon work location, assignment, or shift.

Reports To

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Library Services Director. Functional supervision may also be received from higher level library staff. Functional supervision may be provided to lower level library positions.

Brumley, Rebecca. *Neal-Schuman Directory of Public Library Job Descriptions*. New York: Neal-Schuman Publishers, 2005.