



Class Code: 04-2060  
FLSA: Non-exempt  
EEO: 06  
Bargaining Unit: 04  
Reviewed: 10/20

## **LIBRARY ASSISTANT**

### **DEFINITION**

Under supervision, to perform a variety of responsible library work; to perform patron and circulation assistance and other technical support functions, including assisting patrons with the use of library materials and resources; to perform a variety of office assistance tasks, and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

Incumbents perform a variety of library circulation, technical services, library support, and various office assistance duties.

### **REPORTS TO**

County Librarian, Library Technician, Branch Librarian, Branch Library Coordinator.

### **CLASSIFICATIONS SUPERVISED**

None.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

*(The following is used as a partial description and is not restrictive as to duties required.)*

- Performs the processing of library media and materials and circulation desk activities.
- Answers questions and checks out materials.
- Scans materials in and out using computerized bar coding.
- Receives patron requests for books, media, and information.
- Finds and reserves books and media for circulation.
- Issues library cards.
- Collects and balances money collected at circulation for fines and fees, clears fines from patron's records on computer system.
- Maintains records and files in the library.
- Processes periodicals.
- Assists library patrons on reference and inter-library loan questions and use of public computers, referring patrons to other library staff as required.
- Assists patrons in placing orders through inter-library loan.
- Compiles information for statistical summaries and reports.
- Re-shelves returned materials.
- Assists with the cataloging by locating matching records in various databases and preparing copy cataloging records.
- Instructs patrons in the use of library resources and provides information about library rules and procedures.
- Conducts bibliographic searching in databases operates computerized library information systems, adding, deleting and updating material.
- Performs a variety of office support functions for the library system.
- Performs book repair and mending.

- Maintains records on monies collected.
- Updates records and reports.
- Promotes the library with the community.
- Types and/or uses word processing software to prepare a variety of materials and update the library inventory.
- May reconcile branch deposits.
- Receives and checks delivery of materials.
- Other duties as assigned.

## **DESIRABLE QUALIFICATIONS**

### **Knowledge of:**

- Library procedures, methods and terminology.
- Processing and cataloging of library media.
- Maintenance of files and information retrieval systems.
- Computer software applications for library services.
- Modern office methods and procedures.
- Basic library reference techniques and resources.
- Correct English usage, spelling, grammar, and punctuation.
- General functions and services of a library.

### **Ability to:**

- Perform a variety of library support assignments.
- Interpret, explain, and apply library policies and methods.
- Gather and organize data and information.
- Maintain accurate records and prepare reports.
- Work with computerized library information systems.
- Communicate effectively both orally and in writing.
- Deal tactfully and courteously with the public and other staff when explaining the functions and policies of the County library system.
- Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.
- Constantly demonstrate cooperative behavior with colleagues, supervisors, and customers/clients

### **Training and Experience:**

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

One (1) - two (2) years of general office assistance experience or completion of office skills training or prior library experience as a library volunteer or aide.

### **Special Requirements:**

Possession of, or ability to obtain, an appropriate valid California Driver's License.

## **WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS**

The County of Lake is an equal opportunity employer. The County of Lake will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Positions in this class typically require sitting, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Light Work: Exerting up to 50pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.

Incumbents generally work in a library environment with adequate light and temperature. There may be occasional exposure to extreme temperatures, loud noise, fumes, noxious odors, dust, mist, gases, poor ventilation, and underground, confined or restricted workspaces. Incumbents may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**Disaster Service Workers:** As members of the County of Lake Emergency Services Organization, all County of Lake employees are designated as Disaster Service Workers during a proclaimed emergency and may be required to perform certain emergency services at the direction of the department/county.