

LIBRARY ASSISTANT II

Title of Immediate Supervisor: Head Librarian
Accountable For: none
Division: Pioneerland Library System
Department: varies
FLSA Status: Non-exempt
Pay Grade Assignment: 3

GENERAL DESCRIPTION:

Provides clerical functions by shelving materials and performing various circulation responsibilities and tasks. Provides reference and research services to library patrons in locating and utilizing library materials and services.

DUTIES AND RESPONSIBILITIES:

These examples do not include all possible tasks in this work and do not limit the assignment of related tasks in any position of this class.

- Administers opening and closing procedures of the library, including necessary office equipment (e.g., air conditioning, computers, photocopier, etc.).
- Assists patrons in locating books, materials, and equipment in the library.
- Performs duties of shelver. Shelves books and materials to their proper location.
- Provides instruction to patrons on the effective use of library facilities, resources, and equipment.
- Performs library circulation activities, i.e., checking materials in/out, registering new patrons, answering incoming phone calls, etc.
- Searches various indexes, databases, and directories to locate information and resources for patron needs/requests. Provides assistance with patron Reference needs.
- Performs routine clerical duties (i.e., typing, filing, labeling, opening and sorting mail, etc.).
- May process inter-library loan requests.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of library system operations and procedures, including alphabetical and numerical classification systems.
- Skill and ability to work effectively with the general public in responding to 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
- Strong verbal and written communication skills.
- Skilled in the use and operation of office equipment such as personal computers, calculators, telephone, adding machine, photocopier and fax machines.

MINIMUM QUALIFICATIONS:

High school (or equivalency) diploma plus six months of directly related experience; or a combination of education, experience and training 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