



## JOB DESCRIPTION

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<b>JOB TITLE:</b>	Library Assistant	<b>FLSA:</b>	Non-Exempt
<b>DEPARTMENT:</b>	Library	<b>GRADE:</b>	A1
<b>REPORTS TO:</b>	Library Director	<b>DATE:</b>	10/06/2016

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### **SUMMARY OF JOB PURPOSE:**

Responsible for providing library support duties related to circulation, reference, computer lab, cataloging, patron assistance, and book processing.

### **ESSENTIAL FUNCTIONS:**

*This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

- Answers patron questions and instructs patrons in the use of specialized library computerized systems.
- Performs shelving and general upkeep of library materials and facilities.
- Locates materials for patrons, retrieves reserved books, renews and checks books in and out and receives and records monies.
- Calculates and records fines and payments; types and mails overdue notices and bills.
- Processes books by labeling, stamping and affixing covers, pockets and cards; routes processed materials to appropriate destination.
- Interacts extensively, both in person and over the telephone, with patrons, district-wide staff and management, outside agencies, vendors, and other libraries.
- Processes new materials following established guidelines; uses various computer systems to enter, edit and retrieve information; assigns call numbers to books and ensures appropriate documentation utilizing computerized systems.
- Receives and processes interlibrary loan requests.
- Receives and processes reserved requests; maintains reserved materials.
- Maintains accurate records and files; composes correspondence/reports as required.
- Assists with planning and implementation of programs and activities; schedules program staff; promotes programs in the community.
- Monitors security and maintenance of facility; reports issues to supervisor; may perform minor cleaning as required.
- May transport materials to other branches.
- Acts as receptionist and receives and screens visitors and telephone calls and directs the caller to the proper person or personally handles the call; provides information which requires the use of judgment and interpretation of policies and rules.
- May oversee and train volunteers and part-time staff in work procedures.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a team.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

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This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



## LIBRARY ASSISTANT

### **QUALIFICATIONS:**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

### **Education and Experience:**

High School Diploma/GED; AND one (1) year of customer service experience; OR an equivalent combination of education, training and experience.

### **Required Knowledge and Skills**

Knowledge of:

- Library services, functions, reference materials and automated systems.
- Standard terminology and practices of library support work.
- Library public desk etiquette and methods of providing information.
- Business arithmetic.
- Standard office practices and procedures, including the use of standard office equipment.
- Computer applications related to library services.
- Financial record keeping and bookkeeping practices and techniques.
- Record keeping principles and practices.
- Correct business English, including spelling, grammar and punctuation.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

Skill in:

- Performing technical, specialized, complex, difficult or technical office support work.
- Explaining and applying library policies and procedures.
- Answering patrons' questions.
- Instructing patrons in the use of specialized automated library systems.
- Exercising sound independent judgment within established guidelines.
- Performing a variety of office support work, including maintaining records and files, typing and data entry.
- Organizing, maintaining and researching office files.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.

### **REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:**

*Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

- Nevada Driver's License.



## LIBRARY ASSISTANT

### **PHYSICAL DEMANDS & WORKING ENVIRONMENT:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in typical office setting and use standard office equipment; stamina to sit for extended periods of time; strength to lift and carry up to 50 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone.

Work is subject to operation of a motor vehicle and exposure to traffic.