

CITY OF HEMET

LIBRARY ASSISTANT I/II

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION:

Under general supervision, learns to perform and performs a wide variety of technical and library support services related to patron assistance, circulation, acquisitions, and processing; demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties; performs customer service duties as assigned; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

Library Assistant I

The Library Assistant I is the entry level, part-time or full-time position in the library system in which incumbents perform the more routine library service functions, including circulation desk duties, selection and preparation of materials, acquisition and routing of materials, weeding and shelf-reading books, and assisting in the preparation of programs. Initially under closer supervision, incumbents learn to perform functions within established guidelines. This classification is alternatively staffed with Library Assistant II and incumbents may advance to the higher level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher level class.

Library Assistant II

The Library Assistant II is the journey level, part-time or full-time position in which incumbents are expected to independently perform the full scope of assigned library support duties. Incumbents may provide direct supervision over volunteer staff in the assigned service areas such as technical services, youth services and circulation. This class is distinguished from the next higher classification of Library Associate I in that the latter requires a broader and more detailed understanding of library operations and performs the more technical para-professional level duties.

SUPERVISION RECEIVED/EXERCISED:

Library Assistant I

Receives direct supervision from the Assistant Library Director or a Library Associate I-II. May exercise direct supervision over assigned volunteer staff and new personnel.

Library Assistant II

Receives general supervision from the Library Director, Assistant Library Director, Senior Librarian, or a Library Associate I-II. May exercise direct supervision over assigned volunteer staff and new personnel.

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ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Assists patrons at the Circulation Desk; checks in and checks out materials; prepares materials for return to the circulating collection; registers new patrons; collects fines; calculates and records receipt of fees; closes the drawer and keeps record of the daily patrons.
- Assists with Children's room activities; monitors the need for new reference materials and the deletion of old reference materials; assists with maintenance of the Reserve system; sends withdrawn reference books to other libraries.
- Processes books; assists with requests for materials not available in local collection; shelves and straightens books; prepares displays, bulletin boards, and bibliographies; assists with special programs, including the summer reading program; creates forms, flyers, etc. for library programs.
- Assists patrons and explains the use of computers as well as other related equipment available for general public use, including microfiche, microfilm, magazines, newspapers, Kelly blue book, InfoTrak, and WEBPAC terminals.
- Assists in the coordination of basic public service functions, including organizing story hours, class visits, reading programs, assisting readers with library resources; sets up displays, and other public services activities.
- Assists in updating and maintaining the Library's collection; orders, invoices, receives and tracks materials selected; operates and maintains a variety of computer systems related to library services and record keeping; posts, files, maintains, and enters records; compiles data and prepares summary reports.
- Assists in the selection and processing of incoming materials for use in the Library collection; selects materials for various sections of the collection; orders books from distributors; downloads cataloging records from a database; may assign proper classification numbers and subject headings.
- Inspects returned materials, including books, publications and audio-visual materials for damage; performs mending, cleaning and repair of materials as necessary; processes audiovisual materials; operates audiovisual equipment and maintains related records and materials.
- Assists in weeding and shelf-reading; removes designated materials from the collection; reorganizes shelved materials through visual inspection.
- Demonstrates a full understanding of applicable policies, procedures and work methods associated with assigned duties.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, kneeling, squatting, and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near

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and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper, documents and book carts weighing more than 25 pounds is also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Library Assistant I/II**. A typical way of obtaining the required qualifications is to possess the equivalent of:

Library Assistant I

One year of responsible office experience, including significant customer service experience.

Library Assistant II

In addition to the above, two years of progressively responsible general library knowledge.

License/Certificate:

None required.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position. The level and scope of the knowledge and abilities listed below vary between the I and II levels.)*

Knowledge of:

Standard library routines, procedures and services; standard library automated circulation and borrower services; library cataloging and classification systems; methods and techniques of supervision, training and motivation; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Perform a variety of technical and library support services related to patron assistance and customer service; use coding and other technical cataloging standards; maintain confidentiality of sensitive information; plan, read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and

maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications.