GENERAL PURPOSE

The part-time Library Assistant position is designed for a person currently pursuing a Masters Degree in Library Information and Science or considering such a career choice.

DISTINGUISHING CHARACTERISTICS

Under supervision of the City Librarian, Youth Services Librarian and/or Reference Librarians, this single class position performs routine para-professional tasks at the children and adult reference desks or in technical processing department.

ESSENTIAL FUNCTIONS

The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Duties:
Serves as assistant to the City Librarian, Youth Services Librarian and/or Reference Librarians.

Answers routine directional and informational questions in person and by telephone; and assists patrons in locating and selecting books and materials; answers reference questions.

Assists in the selection of books and materials; assists in planning programs for all ages; and in preparation of displays; performs basic cataloging, classification, and bibliographic data entry.

Assists with Internet training and access. Circulation and other clerical duties may be assigned; receives training through the United States Department of State and performs duties to act as Passport Acceptance Agent.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge, Skills and Abilities:

Knowledge of
Correct English usage, spelling, grammar, punctuation and basic mathematics; familiarity with modern office procedures and equipment including computers and Microsoft Office products.

Principles and practices of basic Library Information Science.

Basic library terminology and mathematical principles.
Skills/Abilities
Ability to establish and maintain an effective working relationship with the public, staff, and volunteers; assist the public tactfully and courteously; and work accurately with numbers and the alphabet.

Ability to understand and carry out oral and written instructions; work with minimal supervision; and to compile and maintain records.

Must be detail oriented and flexible in accepting changing assignments as needed.

Communicate effectively both verbally and in writing.

Education and Experience:
Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education
A Bachelor’s degree from an accredited college or university with major work in Library Information Science or a closely related field.

Licenses/Certificates
Possession of a valid California Class C driver’s license.

Physical Demands and Work Environment

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

Employee is regularly required to sit or stand for prolonged periods of time; talk or listen, in person, in meetings and by telephone; use hands and fingers to handle, feel or operate standard office equipment; and reach with hands and arms. Intermittently, twist to reach equipment surrounding desk; walk to observe department activities; bend and squat to perform material searches; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; While performing duties, the employee is regularly required to lift and carry library materials and equipment; walk up and down.

Work environment
Characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job indoors, the work environment is generally in a temperature controlled office. Noise levels in the work environment is usually moderate but the employee may occasionally be exposed to high level noises including but not limited to emergency vehicle sirens, telephones and other office equipment.

Department:  Community Services
FLSA Status:  Non-Exempt
Revised:  7/1/13