

LIBRARY ASSISTANT I

PAY GRADE: 2

Pay Rate: 10.572

NON-EXEMPT

MAJOR FUNCTION

Specialized technical and clerical support and public contact work, using personal computers and an online cataloging and circulation system.

Work requires independent judgment and action within well-established policies and procedures. Work also requires a high-level of customer service

ILLUSTRATIVE DUTIES

- Position is under the direct supervision of the circulation manager.
- Work with patrons and maintain a high level of customer service even in difficult situations.
- Work with computerized circulation software and other library databases and websites
- Maintains the operation of the circulation desk according to established procedures.
- Checks out books and other materials. Processes new library cards. Maintains records of fines and fees.
- Maintains orderly flow of returned materials; shelves books, replace other materials. Process library materials. Empties book drop.
- Assist in the search and recovery of library materials.
- Monitors and replenishes supplies from centralized stock for staff and patrons.
- Assist with programs and special projects. Assist with computers and computer sign-ups.
- Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

- Ability to establish and maintain effective working relationships with employees, other agencies, and the public.
- Ability to work in a team environment and to adapt to changes in the library environment.
- Ability to learn and apply complex automated procedures and to utilize computer equipment, the Internet, and new technologies in performance of day-to-day work.
- Ability to communicate clearly and concisely orally and in writing.
- Knowledge of the services and operations of the libraries. Knowledge of standard clerical methods and practices. Must be able to work evenings and Saturdays.

MINIMUM PHYSICAL REQUIRMENTS

- Ability to lift and/or move up to 35 pounds and also push or pull heavy objects.
- May use a handling device (dolly, cart, etc.) or work with another team member to lift and/or move excessively heavy objects.
- Job requires walking, standing, sitting, pushing, pulling, crawling, bending, stooping, and reaching. Also requires use of a video display terminal. Ability to communicate effectively using speaking, hearing, writing and vision skills.

MINIMUM QUALIFICATIONS

- Graduation from an accredited high school or possession of an acceptable equivalency diploma, supplemented by computer keyboarding courses, training or experience.
- Two (2) years of specific experience with library automation systems.
- A comparable amount of training and experience may be substituted for the minimum qualifications.