



Position Description

**LIBRARY ASSISTANT / LIBRARY ASSISTANT**

**DEFINITION**

The persons in these positions provide a wide variety of office support and general clerical duties related to the functions and programs of the Library and to help meet the Library patron's informational needs.

**SUPERVISION RECEIVED**

**Library Assistant** - Receives immediate supervision from professional or other paraprofessional staff.

**Library Assistant** - Receives general supervision from other professional or paraprofessional staff.

**SUPERVISION EXERCISED**

**Library Assistant** - May exercise technical supervision over other clerical positions, library pages, and volunteers.

**DISTINGUISHING CHARACTERISTICS**

**Library Assistant** - This is the entry-level paraprofessional position within the Library Assistant classification series. This classification is distinguished from that of the Library Assistant II by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters related to established procedures and guidelines as are positions allocated to the Library Assistant II level. Since this classification is typically used as a training classification, employees may have only limited or no directly related work experience. Employees work under immediate supervision while learning job tasks.

**Library Assistant** - This is the full journey-level paraprofessional position within the Library Assistant classification series. This classification is distinguished from that of the Library Assistant I by the assignment of the full range of duties, and implementation of tasks requiring a high level of technical skills. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and they are fully aware of the operating procedures and policies within the work unit. Positions in

this classification are flexibly staffed and normally filled by advancement from the lower classification of Library Assistant I.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only)**

Assists patrons at the Circulation Desk, charging and discharging library materials, issuing library cards, collecting fines, checking availability of library materials, and placing holds.

Receives and responds to patron complaints and inquiries regarding overdue materials and lost or damaged materials.

Assists in the ordering, acquisition, and processing of library materials.

Monitors budget accounts and allocations for assigned library materials.

Assists with programming, displays, class visits, pre-school story times, and special programs.

Assists patrons at the online public access catalog, locating materials and information.

### **MINIMUM QUALIFICATIONS**

#### **Library Assistant**

#### **Knowledge of:**

Basic library organization, resources, and tools; office practices and procedures; office productivity software including word processing, spreadsheet, and presentation applications.

#### **Ability to:**

Spell and alphabetize correctly and make mathematical computations; learn the Dewey Decimal System or other appropriate indexing systems; understand and use the automated circulation system; use personal computer to access patron or bibliographic information in the library environment.

### **EDUCATION AND EXPERIENCE**

This position requires an Associate of Arts Degree in related coursework or completion of the equivalent of two years of college-level courses.

#### **Library Assistant**

In addition to the qualifications for the Library Assistant :

#### **Knowledge of:**

Operating procedures of the Library; policies, procedures and functions of the Library system; principles and practices of supervision and training; integrated library systems or similar programs; online and electronic media formats and their applications in public libraries; proficiency in office productivity software including word processing, spreadsheet, and presentation software.

**Ability to:**

Keep accurate, thorough accounting records; give oral and written instructions to Library Pages; work independently in assigned areas; handle difficult situations and patrons at the Circulation Desk.

**EDUCATION AND EXPERIENCE**

This position requires an Associate of Arts Degree in related coursework or completion of the equivalent of two years of college-level courses, plus two years of increasingly responsible paraprofessional experience performing duties similar to a Library Assistant I in the City of San Bruno.

**SPECIAL REQUIREMENTS**

Ability to obtain and maintain a valid California driver's license.

**PHYSICAL DEMANDS**

The physical 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 disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, talk, and hear. The employee is occasionally required to use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

Employees primarily work in an indoor public service environment. Work schedule may include evenings and weekends.

Effective Date: July 14, 2009

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