

LIBRARY ASSISTANT I

CODES/PAY RANGE

Class Code: 2615

EEO Code: E

Pay Range: 111

MAJOR FUNCTION

Entry level general library work requiring the application of library principles and practices.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Assists patrons in use of library facilities. Charges and discharges books and other library materials. Registers new patrons.

Performs library related functions such as circulation control, material retrieval, or borrower registrations. Shelves library materials, reads shelves to keep material in order; searches shelves for reserves and overdue materials.

Assists in various programs under the direction of a librarian.

Assists in materials processing areas, Reference, Children's Services, Computer/Audio Visual.

Attends workshops as required.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of basic library techniques. Knowledge of Dewey Decimal System.

Ability to establish and maintain effective relationships with employees and the public. Ability to maintain accurate records relating to collections, accounting for library books, publications, and related materials.

MINIMUM QUALIFICATIONS

Graduation from high school or possession of a GED.

A comparable amount of experience, education and training may substitute for the minimum qualifications.

(Library Assistant I continued)

ADA REQUIREMENTS

Physical Demands: Light to medium work. Ability to see, hear, talk; finger dexterity. Ability to lift (10 lbs), carry, bend, reach, kneel.

Mental Demands: Ability to read and comprehend professional and technical manuals, procedures and journals; memos, policies, safety instructions. Ability to write compound sentences relating information, data and detail. Ability to speak clearly and concisely relating information, details and procedures to layman. Ability to perform basic mathematical functions.

Environmental Demands: Inside work.

Revised 10/94