

## **LIBRARY ASSISTANT II**

### CODES/PAY RANGE

Class Code: 2620

EEO Code: E

Pay Range: 113

### MAJOR FUNCTION

Paraprofessional work requiring knowledge of basic library science techniques and applying the techniques to a phase or area of the library.

### 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 library patrons.

Performs paraprofessional library work in cataloging, accessioning, classifying, and indexing documents, books, periodicals, etc.

Performs activities such as instructing and directing patrons in the use and location of specific materials.

Uses on-line databases such as CLSI and PCS.

Supervises and trains staff and volunteers in specialist areas under the direction of a librarian.

Assists professional librarians in Children's Services, Reference, and Computer/AV.

Performs work of lower level library classifications.

Attends workshops as required.

Performs related work as required.

### KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of computer applications to library services. Knowledge of library procedures and practices. Knowledge of reader interest, books and authors, and of the theory and objectives of a public library system. Knowledge of Dewey Decimal System.

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

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publications, and related materials. Ability to communicate concisely, both orally and in writing. Ability to teach library techniques and procedures.

MINIMUM QUALIFICATIONS

High school diploma or GED, and two (2) years as Library Assistant I or equivalent.

A comparable amount of education, training, or experience may be substituted for a minimum qualifications.

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.

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