

**LIBRARY ASSISTANT I
LIBRARY ASSISTANT II**

DEFINITION

To perform a wide variety of clerical and subprofessional library work.

DISTINGUISHING CHARACTERISTICS

Library Assistant I

This is the entry level class in the Library Assistant series and positions within this class are considered to be in a training status. This class is assigned a wide range of clerical duties relating to various library services. Work at this level is distinguished from that of the Library Assistant II in that the duties are of a standard and prescribed nature. Positions assigned to this class may be required to provide directional information at a student service counter. As experience is acquired, the employee performs with increasing responsibility.

Library Assistant II

This is the journey level class in the Library Assistant series. Positions in this class are flexibly-staffed and are normally filled by advancement from the lower class of Library Assistant I, or, when filled from the outside, require prior library work experience. Appointment to the higher class requires that the employee be performing substantially the full range of duties for the class requiring a complete knowledge of policies, procedures, and regulations pertaining to the library function, and meet the qualifications standards for the class.

Positions allocated to the class of Library Assistant II may be distinguished from those allocated to the lower level of Library Assistant I by the higher level of applied knowledge and skill which is expected, and by the staff assistance to higher level supervisory positions which is required.

SUPERVISION RECEIVED AND EXERCISED

Library Assistant I

Receives general supervision from an educational manager. Receives technical or functional supervision from higher level library staff.

Library Assistant II

Receives general supervision from an educational manager. May exercise technical or functional supervision over student assistants.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Assist students and faculty at circulation desk; charge and discharge library materials.

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EXAMPLES OF DUTIES (continued)

Process reserve book requests from students and faculty; locate material; provide information regarding available library materials; answer routine questions.

Maintain overdue and debt file for non-students; collect and record fines for overdue materials; collect payments and issue receipts for lost library materials.

Compile statistical data; generate computer reports for Librarians' use; file statistical data; compile end-of-semester and end-of-year statistical reports.

Prepare and type book orders, requisitions, continuing contract orders and library suborders.

Assist in monitoring student budget: maintain accurate records.

Order, receive and process library materials.

Maintain copy machines, changing paper and adding fluid; assist students in proper usage of the machine; arrange for repairs.

Place books on and off reserve file.

Select, train, coordinate, and supervise student assistants; schedule work hours and verify time cards.

Perform related duties as assigned.

MINIMUM QUALIFICATIONSLibrary Assistant IKnowledge of:

Clerical techniques, filing, office methods, and office machines.

English usage, grammar, spelling, and vocabulary.

Skill to:

Type from clear copy at a rate of 40 words per minute.

Learn to assist patrons in the location of library materials.

Perform responsible clerical work with speed and accuracy.

Learn the use of a library classification system.

Serve library patrons in a courteous, businesslike manner.

Establish and maintain cooperative work relationships with those contacted in the performance of required duties.

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Experience and Training

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Experience:

One year of library experience in a technical or paraprofessional capacity.

Training:

Equivalent to completion of two years of college with a major emphasis in library technology.

Library Assistant II

In addition to the minimum qualifications for Library Assistant I:

Knowledge of:

Library terminology and standard library practices and techniques.
Library technical processes relating to acquisition and classification of library materials.
Methods and practices of financial record keeping.
Operations, procedures, specific rules and precedents of the industry.

Skill to:

Perform subprofessional library duties relating to technical and public services.
Perform difficult and responsible secretarial and clerical work with speed and accuracy.
Analyze situations and make decisions in procedural matters without immediate supervision.
Think and act quickly under pressure.
Prepare and maintain accurate and complete records and reports.
Make mathematical calculations with speed and accuracy.
Type at a speed of not less than 40 words per minute from clear, legible copy.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Experience:

Two years of experience performing duties equivalent to those assigned to a Library Assistant I in the District.

Training:

Equivalent to the completion of two years of college with a major in library technology.