LIBRARY ASSISTANT

DEFINITION
Under close supervision, assists the Librarians with the operation of a Branch Library or division of the Main Library.

ESSENTIAL FUNCTIONS
Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is **ILLUSTRATIVE ONLY**, and is not a comprehensive listing of all functions and tasks performed by positions in this class.
Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS
Assists the Librarians with the operation of a Branch Library or division of the Main Library; provides basic reference service to assist public with questions, advise readers, provide instruction and monitor the use of the catalog system, on-line service, and public access of computers; assists Librarians with enforcing Library policies and procedures; assists patrons/public in selection and location of books and materials; assists in reading or story time sessions.

Performs clerical duties in the Library; provides computer assistance; answers phones and questions regarding reference information in the Library; enters or searches data and records in the Library database; assists Librarians with preparing book orders; receives, enters and catalogs materials in the system.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
Knowledgeable of Public Library operations practices and procedures
Knowledgeable of Library and related information retrieval and delivery systems
Knowledgeable of Library collections, resources and automated system
Knowledgeable of quality customer service techniques and concepts
Skilled in utilizing computer databases to research, maintain, and update records and files
Skilled in establishing and maintaining productive working relationships Ability to effectively communicate verbally and in writing in English

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in an office environment. Work may require frequent standing, walking, bending and lifting up to 50 pounds. Incumbents may be exposed to repetitive motion and vision to monitor.

QUALIFICATIONS
Associates degree in Library Science, Computer Science or closely related field, **AND** three (3) years experience in a large bookstore or library environment **OR** an equivalent combination of education and experience.