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;
- Enforces Library policies and procedures;
- Assists patrons/public in selection and location of books and materials and in reading or story time sessions.
- Performs clerical duties in the Library, answers phones and questions regarding reference information in the Library;
- Enters or searches data and records in the Library database;
- Assist 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, Library and related information retrieval and delivery systems, Library collections, resources and automated system and of quality customer service techniques and concepts;
- Skilled in utilizing computer databases to research, maintain, and update records and files, establishing and maintaining productive working relationships
- Ability to effectively communicate verbally and in writing and work well as a team and independently.
- Proficient in the use of a personal computer, electronic devices and industry related software packages.

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
Bachelor's Degree from a four-year accredited college or university and one year work experience in a public library business environment OR Associates degree in Library Science, Computer Science or closely related field, AND three (3) years' work experience in a large bookstore or library environment.