CLASSIFICATION SERIES:  
N/A

CLASSIFICATION CODE/PAY GRADE:  
18312/19

BARGAINING UNIT:  
ACE

Library Assistant 2

SERIES PURPOSE: The purpose of the Library Assistant occupation is to perform paraprofessional library functions in support of a library program.

CLASS CONCEPT: The class works under general supervision and requires working knowledge of specialized library procedures in order to perform functions assigned to the department such as inter-library loan, reader services, cataloging, and media center.

JOB DUTIES: Incumbents may perform some or all of these duties or other job-related duties as assigned.

Performs paraprofessional library tasks such as basic research and reference services; prepares materials for cataloging; performs routine cataloging; performs bibliographic searches through various sources including computer terminal; selects, orders, demonstrates, processes, and maintains audio-visual materials and equipment.

Assists and instructs students, employees, or volunteers who perform various library tasks.

Performs routine library tasks such as shelving, filing, keeping statistics, typing and mailing, and ordering supplies.

Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: library practices and procedures.

Skill in: use of various types of library and office equipment such as computers, scanners, audio-visual equipment, and other.

Effective 04/12/2020
Ability to: gather, collate, and classify information about data, people, or things; apply principles to solve practical problems; answer routine inquiries concerning library use and operation.

(*) Developed after employment.

MINIMUM QUALIFICATIONS: High School Diploma or GED; one year of experience working in a library or library science coursework; experience using Microsoft Office and internet navigation tools.

PREFERRED QUALIFICATIONS: Experience using library management systems; attention to detail; excellent customer service and communication skills in a diverse environment; ability to communicate effectively, both orally and in writing; ability to exercise initiative, tact, and independent judgment.

REQUIRED CERTIFICATIONS, TRAINING, AND/OR LICENSURES: None

PHYSICAL REQUIREMENTS: In accordance with the U.S. Department of Labor physical demands strength ratings, this position will perform light work.

LIGHT: work involves exerting up to 20 pounds of force occasionally, or up to 10 pounds of force frequently, or a negligible amount of force constantly to move objects, requiring: (1) walking or standing to a significant degree; (2) sitting most of the time while pushing or pulling arm or leg controls; or (3) working at a production rate pace while constantly pushing or pulling materials even though the weight or the materials is negligible. (The constant stress and strain of maintaining a production rate pace, especially in an industrial setting, can be and is physically demanding of a worker even though the amount of force exerted is negligible.)

UNUSUAL WORKING CONDITIONS: Works evenings and weekends on rotating shifts.