

LIBRARY ASSISTANT I - CVL

Purpose Statement

The job of Library Assistant I - CVL was established for the purpose/s of providing quality library public service. This job reports to Department Head or Branch Manager - CVL

Essential Functions

- Accepts and records monies received for fees and copies made for the purpose of managing customer accounts.
- Answers routine directional and informational questions by phone or in person for the purpose of helping customers.
- Assists in implementing programs and creating displays for the purpose of promoting the library.
- Assists users in locating desired library materials in the building or through intra-library loan and refers them to appropriate resources for specialized requests for the purpose of meeting their needs.
- Checks library materials in and out for the purpose of controlling the inventory.
- Makes deliveries to county libraries and scheduled community services outlets for the purpose of meeting community needs.
- Pulls worn items to be considered for discard or replacement for the purpose of maintaining the collection.
- Reads shelves on a regular basis for the purpose of keeping materials in correct order.
- Responds to requests made by telephone, mail, computer or in person for the purpose of meeting customer needs.
- Shelves library materials for the purpose of maintaining access to the collection.
- Unloads, sorts and properly distributes/routes materials from delivery or mail and prepares materials for delivery or mail for the purpose of making materials available for use.

Other Functions

- Daily attendance and punctuality are required for the purpose of ensuring the goals of the work unit can be met.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position for the purpose of ensuring the goals of the work unit are met.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, non-technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: the ability to type accurately, operate photocopier, cash register and computer; be dependable, highly organized and have a strong sense of responsibility.

KNOWLEDGE is required to perform basic math; read and follow instructions; and understand written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: thorough knowledge of the library Integrated Library System (Polaris) and the use of the library catalog.

ABILITY is required to schedule activities; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: ability to understand and perform library procedures; to deal tactfully and diplomatically with staff and public; to communicate effectively with supervisor, staff and public; work nights and weekends in rotation; and to manipulate stacks of books and similar materials weighing up to 50 pounds and loaded book trucks weighing up to 100 pounds.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 40% walking, and 50% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience is desired.

Education High School diploma or equivalent.

Equivalency Some college desirable

Required Testing

None Specified

Continuing Educ. / Training

Required criminal fingerprint background check every five years

Certificates & Licenses

Valid Driver's License

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

3/22/2012

Salary Grade

Band C/Zone1