

Classification Title: Library Assistant

FLSA Status: Non-Exempt

BRIEF DESCRIPTION: Assists with all library services requested by patrons and as required by a branch library. Assists with collection development, programming, readers’ advisory, children’s presentations and research. Checks books in and out.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	M	Assists library patrons in locating books, research and reference materials by providing information on the collection, available databases or other libraries within the system. Answers reference questions, and provides additional information about electronic resources.
2	M	Checks books in and out to the public, fills requests, takes payments for fines, issues library cards and provides general front desk information. Shelves books and ensures collection is in good condition by removing damaged books and materials.
3	H	Trains and supervises part time workers, volunteers and pages by explaining guidelines and expectations. Directs activities that will include front desk operations, shelving books and assisting patrons.
4	M	Coordinates and presents specialized library programs that could include topics of special interest or children’s reading programs. Prepares meeting or program rooms and ensures all equipment and materials are in good working order.

CLASSIFICATION REQUIREMENTS:

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Education	Associate's degree.
Experience	Two years of experience in a library or bookstore setting.
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	A valid driver's license and a “safe” driving record may be required (dependent on specific job and travel requirements).

CLASSIFICATION REQUIREMENTS	
Reading	Intermediate
Math	Basic
Writing	Intermediate
Managerial	Receives General Direction.
Budget Responsibility	Has no budget responsibility.
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
Interpersonal / Human Relations Skills	Work requires regular contact with individuals and may require providing advice to others on specific issues and/or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium	X	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.		Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Bins, carts, audio-visual equipment, cash registers, computers, printers and related software

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	Other (see 2 below)

(1) N/A

(2) N/A

PROTECTIVE EQUIPMENT REQUIRED:

None.