



CITY OF GARDEN CITY

CLASS SPECIFICATION

MATERIAL SERVICES ASSISTANT II

Reports To: Materials and Digital
Services Librarian

Department: Library

Established: 3/2012

FLSA Designation: Non-Exempt

Revised: 9/2017

Pay Grade: 5

Summary

This position provides a variety of technical and clerical service support, including specialized mending techniques. Latitude is granted for the exercise of independent judgment and initiative.

Essential Duties and Responsibilities

- Assists Material and Digital Services Librarian with copy cataloging;
- Processes newly cataloged materials and corrected cataloged materials;
- Withdraws no longer required items;
- Mends and cleans books, videos, tapes, periodicals, and other media;
- Inventories technical services supplies and ensures supplies do not run out;
- Periodically works the Help Desk to supplement staff shortages and understand patron needs and interests;
- Performs all work duties and activities in accordance with City policies, procedures, and safety practices.

Other Duties and Responsibilities

- Performs other duties as required.

Acceptable Experience and Training

- High school diploma or GED equivalency is required and some college or business school with library or computer classes is preferred;
- At least two (2) years general library experience is required; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Knowledge, Skills and Abilities

Knowledge of:

- Fundamental library principles, objectives, methods, materials, and practices;



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- Principles, practices, and objectives of the Dewey Decimal System;
- Library circulation operations, including automated circulation and the public access catalog (PAC);
- Basic library cataloging operations;
- Copy cataloging principles and standards
- English grammar, spelling, and punctuation;
- Operation of standard office equipment, a personal computer, and job-related software;
- Operation of specialized library computer and data processing systems;
- Repair and maintenance of books, tapes, and related library materials;
- Current office practices and procedures;
- Customer service techniques and objectives.

Ability to:

- Follow written and oral instructions;
- Learn and apply City library policies and procedures;
- Establish and maintain effective communication and working relationships with co-workers and the general public;
- Work independently and as a team member;
- Operate standard office equipment;
- Operate a computer using program applications appropriate to assigned duties;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Communicate effectively both orally and in writing.

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions, communicate effectively on the telephone and in person, and to hear sounds within the normal range of conversation;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and sort a variety of books, written documents, and materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate computer equipment and other specialized library equipment;
- Sufficient personal mobility, flexibility, stamina, and agility, with or without reasonable accommodation, which permits the employee to lift and move up to 35



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pounds, stand or sit for extended periods of time, maneuver heavy book carts, and to work in a library environment.

- Jobs in this class require performing repetitive hand movement in gripping, fingering, and hand/wrist/arm movements. Related job tasks may require walking, standing, sitting, lifting, stooping, squatting, kneeling, bending, crouching, pushing, grasping, and reaching.