

**City of San Rafael
Job Class Specification**

Job Title: Library Assistant I/II

SUMMARY

Under general supervision, to perform a variety of responsible sub professional library work related to the circulation of materials; to assist patrons in the use of the library; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS:

Library Assistant I is an entry level classification. Initially under close supervision, incumbents learn and perform a variety of duties related to the loaning, return, shelving and monitoring of Library materials. As experience and proficiency are gained, there is greater independence of action within established guidelines. This class is flexibly-staffed with Library Assistant II; incumbents normally advance to the higher level after three years of successful performance at the I level, and demonstrating proficiency for performing at the higher level.

Library Assistant II is the full working level of the series, competent to independently perform the full scope of duties required. Incumbents may provide work assignment and direction to part-time and volunteer library helpers. Positions in Technical Services must be able to use specific equipment and perform duties specific to the Technical Services function.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Processes returned materials and prepares them for re-shelving.
- Assists patrons in person and by telephone, provides information, and refers reference and other specialized questions to appropriate staff.
- Sorts books, and related materials according to alphabetical, numerical, and categorical systems.
- Collects, stacks, shelves and re-shelves library materials.
- Maintains logs and records, conducts routine and special surveys and tabulation of usage of materials, patron demographics, and related information.
- Locates and furnishes reserve/closed stack materials for patrons.
- Places holds, reserves materials, and notifies patrons of availability.
- Verifies proper shelf arrangement of books and filing of identification and catalog cards, researches missing materials.
- Calculates and collects fees and fines, operates cash register, makes change, counts and balances cash drawer.
- Uses on-line system to process applications for membership, verify identification, and prepare library cards.
- Uses on-line system to maintain current patron information and monitor fines and fees due.
- Uses on-line computer system to place interlibrary loan requests and to create temporary records of loaned materials.
- Maintains current patron information and monitors fines and fees due.
- Processes, copy catalogs, and inputs information into online databases.
- Operates and performs basic operator maintenance of PC and related software, typewriter, photocopiers and related standard library equipment.
- May assign and coordinate work assignment(s) of volunteer or part-time help.
- Recruits, interviews, tests, hires, and trains pages.
- Prepares library materials for circulation.
- Adds and updates information in the library's online database.

- Performs basic copy cataloging using OCLC and other computer software.
- Uses OCLC to place interlibrary loan requests.
- Performs related duties as required.

EDUCATION/EXPERIENCE:

Level I:

Equivalent to graduation from high school. Course Work or practical experience in complex filing and record-keeping systems is desirable.

Level II:

Equivalent to graduation from high school and three years of circulation desk or related experience in a public library at a level equivalent to the City's Library Assistant I. Course Work in library science is desirable, and may substitute for up to one year of the required experience.

KNOWLEDGE OF:

Level I:

Basic office practices and procedures, including the operation of standard office equipment. Alphabetical, numerical and topical filing systems. Material organization and structure of libraries, including categories of materials and general arrangement. Basic arithmetic. Library technical services terminology and equipment including on-line databases.

Level II: (in addition to the requirements of the I)

Structure and use of the Dewey decimal classification system. Circulation processes and procedures including charging and returning materials, loan policies, and fees and fines. Staff to which specialized library-related questions should be referred. Preparation of Library materials for circulation, including inputting information into on-line database.

Basic copy cataloging of new bibliographic records to be entered into online database.

ABILITY TO:

Level I:

Sort and organize materials in alphabetical, numerical and topical order. Deal tactfully and effectively with the wide variety of library users. Maintain logs and records. Type at a speed required by the department. Operate modern office equipment including a PC and related software. Operate modern library equipment. Make arithmetical calculations involving addition and multiplication. Understand and carry out oral and written instructions. Use on-line computer system to issue cards, books, etc. Work shifts, weekends and holidays. Climb, stoop and crawl to place and reach books. Lift up to 50 pounds. Push loaded book carts.

Level II: (in addition to the requirements of the I)

Locate, sort and arrange materials according to the Dewey decimal classification and other specialized library index systems. Use on-line system to place interlibrary loans.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization. *Some positions are required to bilingual in Spanish.*

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and smell. The employee must regularly lift and/or move up to 25 pounds and frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The noise level in the work environment is usually moderate.

FLSA Status:	Nonexempt
Prepared By:	Nash and Company
Prepared Date:	January 2001
Approved By:	City of San Rafael
Approved Date:	October 2001