

TITLE: LIBRARY ASSISTANT

DEFINITION: Under direction of a Librarian, performs a variety of paraprofessional duties such as participating in library literacy programs, orientation, and instruction for in-house and online library resources; participating in library outreach; assisting patrons with library research needs, readers' advisory, general questions, and computer use; informing patrons of acceptable library use and behavior; and providing departmental support for library computers and technology.

EXAMPLES OF DUTIES:

- Assists Librarians in the development of and may conduct library programming, including story time, book clubs, offsite literacy programs, technology workshops, and other special library events;
- Arranges exhibits, displays, supplies, and work areas each day and requests additional supplies as necessary;
- Assists patrons with reference support, general questions, and library services;
- Provides basic technical support to patrons and staff in the use and operation of library equipment including, but not limited to, computers, printers, copiers, and microfilm;
- Assists and makes recommendations to professional staff regarding the development and maintenance of library collections, including the withdrawal of materials, bibliographic control, copy cataloging, and making book and other library material recommendations;
- Compiles information and develops reports and statistics regarding circulation, different library programs, and reference services, as well as other routine reports;
- Assists professional staff in daily operations at branch libraries, the Main Library, or Automated Services Bureau;
- Assists with maintaining good behavior and adherence to library use rules and policies;
- Participates in workshops, conferences, and continuing education and may conduct training sessions to library staff to impart information;
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of general principles of library services, including automated library systems;
- Knowledge of library technical resources and basic troubleshooting;
- Knowledge of presentation, word processing, and spreadsheet software;

- Ability to guide patrons on accessing library services and library technology including printers, computer software, and smart devices;
- Ability to communicate effectively with people from a broad spectrum of backgrounds;
- Ability to deal tactfully and responsibly with City employees, the public, and others encountered in the course of work and to diffuse difficult situations in a professional manner;
- Ability to operate a computer and standard business and web browser software;
- Ability to prepare clear, concise, and comprehensive reports and other written correspondence;
- Ability to multitask and adapt to changing schedules and assignments;
- Ability to stand, walk, stoop and push/pull/lift up to 40 lbs.

MINIMUM QUALIFICATIONS:

- Graduation from an accredited college with an Associate's Degree, with courses in Library Science, Computer Technology, English, or related fields.; OR,
- Two years of full-time, paid experience performing clerical and technical library duties offering specific and substantial preparation for the duties of the classification.
- Valid motor vehicle operator's license; and,
- Ability to work evenings, weekends, and holidays as needed.

HISTORY:

Established: 10/01/2019

Approval/Adoption Date: 9/18/2019