LIBRARY ASSISTANT I

DEFINITION

Under direct supervision, assists patrons in locating library materials, answering routine, directional type questions, or assists in the preparation and presentation of programs on a variety of topics for all generations; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Six months of full-time paraprofessional library experience; OR an equivalent combination of education and experience.

LICENSE OR CERTIFICATE

N/A

DISTINGUISHING CHARACTERISTICS

This is the entry level in the Library Assistant class series, which provides for progression to the next level in the series upon meeting the requirements of the class and recommendation of the appointing authority. This level is intended as a training position to enable incumbents to learn policies, procedures and specific techniques while assisting journey level Library Assistants.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

May perform any of the duties of a Library Aide.

Assist with the daily operation of the library.

Locate, read and follow library regulations, policies and procedures.

Sort books, publications and other library materials according to classification code; load carts to prepare for shelving; and shelve returned materials, publications and other items in proper sequence.

Mend books and other library materials in accordance with specific instructions.

Perform stack maintenance, including filing, shifting or adjusting shelves to accommodate materials.

Assist with library specialized collections and library collection maintenance.

Assist patrons in locating library materials.
Assist patrons with the operation of basic office and computer/mobile equipment, including email, Internet, library catalog, databases and common software programs.

Provide customer service, assist with check in and check out, issue library cards, collect fines and fees, and address basic patron issues.

Provide information services using all available resources.

Respond to patron questions and provide assistance, either directly or by referral to appropriate staff.

Assist in decorating or creating displays.

Assist in the preparation and presentation of library tours, outreach and programs on a variety of topics for all generations.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance (These may be acquired on the job and are needed to perform the work assigned.**

**Knowledge of:**
Washoe County and Washoe County Library System policies, procedures, methods and terminology.

American Library Association philosophy, practices, procedures and techniques.

Alpha and numeric filing as applied to sorting and shelving books.

Collection maintenance practices.

Integrated Library Systems automated databases, software and digital resources.

Current computer/mobile technologies and use of the Internet.

Circulation operations and procedures.

Correct English usage, spelling, grammar and punctuation; reading and math comprehension.

**Ability to:**
Shelve materials accurately and in a timely manner.

Perform alpha and numeric filing in relation to shelving library materials.

Mend and repair library materials in an acceptable manner.

Participate in stack and collection maintenance.

Use multiple types of digital technologies, library equipment, and audio/visual equipment.

Provide basic information by making appropriate use of available resources to satisfy customer needs.

Communicate effectively, both orally and in writing, with people of diverse backgrounds.

Provide exceptional customer service.

Deal tactfully and politely with public.
Maintain confidentiality.

Work under close supervision to perform assigned work within the time outlined.

Perform routine duties and responsibilities of the assigned job within established guidelines and policies.

Understand and follow oral and written instructions.

Maintain effective, cooperative and productive working relationships with the general public, division staff and representatives of other departments.

**SPECIAL REQUIREMENTS** *(Essential duties require the following physical skills and work environment.)*

Ability to sit for extended periods. Ability to frequently squat, bend, kneel, stoop, stand and walk. Using approved safety standards, ability to lift, push, pull, and move objects weighing up to 50 lbs. Normal manual dexterity and eye-hand coordination. Corrected hearing and vision to normal range. Ability to work under conditions involving exposure to dust and odors. Ability to use audio/visual equipment and office equipment including computers, telephones, calculators, copiers, and FAX machine. Ability to use necessary chemicals. Work is performed in a public service environment with continuous contact with staff and public.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*