

Class Code: TBA

DRAFT

Pay Grade TBA

Class Title: Library Assistant (Formerly Library Assistant I & Library Assistant II)

Description: The Library Assistant II is a non-professional position that performs various and assigned responsibilities. Their duties include clerical and public service work as required in the daily operations of a public library under the direct supervision of a Library Technical Assistant or higher.

Typical tasks or assignments: The Library Assistant may work directly with the public in customer service, community engagement, and at public service desks. Their tasks include recording daily statistics, performing routine circulation tasks, such as collecting library fines and fees, and placing holds. They also assist with community outreach and programming under the supervision of professional staff. Indirectly, they may perform clerical tasks that involve the receiving of library materials, and the organizing and maintenance of collections. They may also provide technical assistance to library users and assist professional library staff with routine computer tasks. The Library Assistant may supervise Pages and performs a variety of clerical and technical tasks requiring considerable skill or knowledge of library policies and procedures. Performs other duties as assigned.

Minimum Qualifications and Requirements:

Education: High School Diploma from an accredited institution.

At least one year of work experience as a Page or related experience or one year of customer service experience.

Any satisfactory equivalent combination of training and experience.

Skills and Abilities:

Good interpersonal skills.

Demonstrated leadership abilities.

Time management skills.

Good oral and written communication skills.

Knowledge of computer software and applications.

Organizational skills.

Attention to Detail.

Special Knowledge:

Working knowledge of library policy and practice.

General knowledge of library materials and classification systems.

Ability to meet and deal effectively with the general public.

Neat, courteous, and efficient.