

**THE COUNTY OF SOLANO
CLASS DESCRIPTION, 1999**

LIBRARY ASSISTANT

DEFINITION

Under general supervision, performs a variety of technical and specialized clerical tasks in support of library operations; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the journey level class in the Library Assistant series and is characterized by the responsibility to perform varied clerical and technical level support tasks involving the application of standard library practices. Incumbents are generally assigned to circulation or technical services work units; however, positions may be assigned in other areas to provide technical support to overall departmental operations. This class is distinguished from the Library Assistant, Senior in that the latter is assigned to primarily perform technical library work within a work unit of the library and/or lead functions.

EXAMPLES OF DUTIES

Depending on assignments, duties may include, but are not limited to the following:

1. Charges and discharges books and other library materials; registers and re-registers patrons for library cards; prepares collection agency notices; may receive and dispatch shipments of books; may assess and make repairs to library materials.
2. Collects and records fines and fees; balances cash drawer; prepares deposits.
3. Explains use of the library facilities and available services such as use of automated checkout machine; explains and interprets library policies and procedures.
4. Verifies, updates and enters library information into a computer; may assist with inventory, typing and filing in order to process order lists and other materials; investigates location of library items by following the claim return procedure; maintains circulation statistics and other library information; shelves books as needed.
5. May update vendor information; files invoices; orders materials from vendors; verifies orders once received; enters all vendor order and invoice information into database.

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6. May assists with displays and exhibits; may coordinate branch supply order; may assist in training of new clerical personnel; may operate data processing and office equipment; may assist with equipment and computer maintenance.
7. May perform clerical tasks such as opening and sorting mail, answering phones, etc.

QUALIFICATION GUIDELINES

EDUCATION AND/OR EXPERIENCE

High school diploma or GED; supplemented by one (1) year of full-time work experience in a variety of library activities that demonstrates possession of and competency in the requisite knowledge and abilities.

KNOWLEDGE/ABILITIES

Working knowledge of general clerical methods and procedures; materials and equipment used in office operations; general library methods and procedures; library materials and services available to community library patrons; public contact techniques; manual and automated library information systems.

Ability to instruct patrons in the use of library facilities and services; communicate effectively with people of diverse socio-economic backgrounds and temperaments; demonstrate tact and diplomacy; make routine arithmetical calculations; follow verbal and written instructions; perform general clerical tasks; compare names and numbers accurately; work independently; keep records; compile routine statistical reports; communicate effectively both verbally and in writing; use an automated library information storage and retrieval system; establish and maintain cooperative working relationships; use proper book repair techniques.

SPECIAL REQUIREMENTS

None.

SUPPLEMENTAL INFORMATION

Independent travel may be required.

Positions allocated to this class may require bilingual skills.

Recruiting requirements may be set to test typing, word processing and/or data entry speed, however, these skills are not the primary areas to be measured in the selection process.

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ADA COMPLIANCE

Physical Ability: Tasks involve the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds). Some tasks may require extended periods of time at a keyboard.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Some tasks may be performed with exposure to adverse environmental conditions, such as rain, temperature and noise extremes traffic hazards.

Human Resources Director

Date

Solano County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Solano County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.