Job Description
Job Code: 254
Range: 17

LIBRARY ASSISTANT II

DESCRIPTION: Under limited supervision of the Library Supervisor, provides assistance in a number of library clerical roles: performs administrative and secretarial duties in providing supportive efforts to the Library Manager and Library Supervisor; maintains library website; supports and acts as Library computer emerging technology technician, and performs related duties as assigned. Designated work hours are Monday through Friday and is subject to change.

CLASSIFICATION: This is a non-exempt, full-time, classified position with full benefits.

ESSENTIAL FUNCTIONS: Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this classification.

TASKS:
Handles the scheduling of the meeting rooms. Maintains and updates the circulation and volunteer manuals. Assists the cataloging department with InterLibrary loans. Monitors and orders office supplies. Publicizes and promotes programs and services. Communicates with community organizations. Assists in recruitment, placement and recognition of the library volunteers. Performs a variety of clerical tasks. Sends notices to patrons for overdue or lost items. Supervises volunteers and oversees their orientation, scheduling, training and quarterly volunteer newsletter. Provides and distributes the library quarterly newsletter. Works with the public to resolve technical problems. Provides backup technical troubleshooting issues in the absence or with the Library Supervisor. Works with the Library Supervisor to determine priorities and procedures of the circulation department. Oversees circulation staff and operations in the absence of the Library Supervisor. Greets library users, answers the telephone and performs a wide range of public contact duties. Assists in department operations. Must be competent with computers in a Windows environment. Organizes the Author's Forum, workshops and adult programming in emerging technology in Adult Services. Special projects as assigned. Communication in emergency situations to enable smooth workflow and services to the public.

KNOWLEDGE, SKILLS AND ABILITIES:
Knowledge of information retrieval and delivery systems
Knowledge of the Dewey Decimal System
Knowledge of SirsiDynix Symphony and StaffWeb programs
Knowledge of various tastes, wants and preferences of patron groups
Skill in establishing and maintaining effective working relationships with other library staff, patrons and YLN members
Skill in utilizing computer databases to research, maintain and update records and files
Skill in providing excellent customer service to library patrons
Skill in instructing the general public in the use of computers and other technical equipment
Skill in oral and written communications and presentations to a wide variety of audiences
Skill in conducting research, interpreting data, and drawing conclusions
Skill in promoting various events and programs available in the community
Skill in Microsoft software programs: Word, Excel, Publisher and others.
Skill in troubleshooting all aspects of the PC environment

PHYSICAL REQUIREMENTS: Sufficient to effectively and safely perform required duties. This classification involves work in a quiet library setting that requires physical effort. This classification requires pushing heavy book carts and loaded dollies with weights as high as 100 pounds. It also requires bending, stooping, reaching and climbing on ladders; lifting stacks of books, boxes of books, equipment, supplies, tables, chairs and other library materials. Ability to read small print on book spines for re-shelving purposes. Must have hearing and speaking ability sufficient to clearly and concisely communicate in person and over the telephone.

MINIMUM REQUIREMENTS: The equivalent of five (5) years professional library experience. Demonstrated interpersonal skills, aptitude for detailed work. Computer experience in Microsoft Windows and an automated library environment is essential.