



Job Description
Job Code: 255
Range: 14

LIBRARY ASSISTANT I

DEFINITION: Under general supervision of the Library Supervisor; catalogs and classifies all materials for placement in the library collection and trains other employees to do the same; oversees the operation of the cataloging function; and performs related duties as assigned.

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:

Utilizes library software systems to retrieve and enter data. Searches Online Computer Library Center (OCLC) and other databases for cataloging copy, inputs bibliographic data, original cataloging, copy edited cataloging, copy from OCLC and library's automated online library systems.

Checks in books online and sorts incoming materials into appropriate cataloging queues. Charges and renews books and material loans for library users using automated circulation system backup procedures as necessary. Enters data such as fines and billing information into automated system, and generates reports and notices.

- Answers inquiries regarding basic circulation policies such as loan periods, fines, recalls, claims, holds, shelving and borrowing. Assists library users in accessing systems. Monitors the physical processing of newly acquired materials such as property stamping, security stripping, attaching call number labels, and bar coding. Sorts, packs and unpacks inter-library materials.

Participates as instructed in the training of staff and volunteers. May assist in interviewing and selecting potential new employees.

KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS:

Knowledge of SirsiDynix Cataloging Module.

RDA knowledge is desired.

Knowledge of the nature and function of libraries; of library services, practices and procedures.

Knowledge and skill in alphabetic and numeric filing and using a personal computer and library software to input and retrieve information.

Skill in communicating effectively; to establish and maintain effective working relationships with library users and staff.

Skill in providing guidance and instruction to subordinate personnel.

Skill in working independently and exercise initiative in applying rules, procedures and instructions.

Skill in packing and unpacking library materials.

PHYSICAL REQUIREMENTS: This classification involves work in a quiet library setting that does not require extensive physical effort.

Library Assistant I – (Continued)

MINIMUM QUALIFICATIONS: High school equivalency, demonstrated interpersonal skills, aptitude for detailed work. Requires demonstrated computer experience in the Microsoft Windows environment. One year of library or related clerical or public service experience.