

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: LIBRARY ASSISTANT
DEPARTMENT: LIBRARY
REPORTS TO: VARIES
CIVIL SERVICE: YES

CLASS CODE: 8001
FLSA STATUS: N
DATE: 6/06
BARGAINING UNIT: SEIU

JOB SUMMARY:

Under supervision, performs work of routine difficulty. Examples of the work include: assisting patrons; checking library materials in and out; shelving books and maintaining materials, clerical duties.

DISTINGUISHING CHARACTERISTICS:

This classification is distinguished from the Library Technician series by the performance of more complex duties and paraprofessional library services by the Technician.

SUPERVISION EXERCISED

Exercises no supervision. May train volunteers in various functions of the library.

EXAMPLES OF DUTIES: *Duties may include but are not limited to the following.*

- Greet visitors and direct them to the appropriate area; provide information on library services and functions and respond to various inquiries.
- Check library materials in and out; may answer routine reference questions, referring non-routine reference questions to Librarian; maintain library materials by assuring the proper shelving/placement; reserve books for patrons; and notify patrons regarding availability of requested materials and materials that are overdue.
- Prepare routine and non-routine reports as requested; receives, sorts, and summarizes material for the preparation of reports; prepares work reports.
- Maintain files; compile and complete data for administrative and public reports, bulletins, questions on material assembled; photocopy reports, charts, memos, and other various documents; disseminate a variety of information and/or reports to various agencies, divisions, or departments via telephone, mail, email or fax.
- Perform other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer General Office Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High school diploma or GED; and, one year of experience performing general office duties that included public contact; or, any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

None

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Principles and practices of public relations and responsive customer service.
- Basic library methods, materials and practices, basic reference materials and information sources.
- Correct English usage, including spelling, grammar, punctuation and vocabulary.
- Record keeping, filing methods and records management techniques.
- Electronically based information systems related to library operations and services.
- Applicable state, federal and local ordinances, laws, rules and regulations.
- General office procedures, policies and practices, and basic computer and other general office equipment.

Skill in:

- Communicating orally with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.
- Typing from rough draft or printed text using a word processor or typewriter.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Using a computer to accurately and rapidly enter and retrieve data and information.
- Operating and routine maintenance of general office machines.

Mental and Physical Abilities:

- Ability to provide assistance to the public.
- Ability to provide effective service and communicate with patrons and staff.
- Ability to read and interpret documents such as operation and maintenance instructions, and procedure manuals.
- Ability to establish and maintain effective working relationships with others.
- Ability to draft and type correspondence.
- Ability to add, subtract, multiply and divide whole numbers, common fractions and decimals.
- While performing the essential functions of this job, the incumbent is regularly required to stand, sit, walk, use hands to finger, handle, or feel objects; reach with hands and arms; stoop, kneel, crouch, or crawl; lift and/or move up to 10 pounds; and speak and hear. While performing the essential functions of this job the employee is occasionally required to lift and/or move up to 25 pounds.

Working Conditions:

- Work is performed in an interior environment with some exposure to outdoor temperatures or dirt and dust. The incumbent's working conditions are typically moderately quiet.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.