



**Job Code:** 0730  
**FLSA:** NE  
**Unit:** PCEA

**Revised:**

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## **LIBRARY ASSISTANT**

### **DEFINITION**

Under general direction, performs a variety of responsible paraprofessional library duties in the reference and children's services units. Incumbents perform functions in direct support of the Librarian classes; and do related work as required.

### **SUPERVISION RECEIVED/EXERCISED**

Receives direction from a Librarian or management personnel. May provide technical and functional supervision over Library Pages, Library Clerks or volunteers.

### **TYPICAL DUTIES**

Duties may include, but are not limited to the following:

1. Assist patrons in the use of the library catalogs and other reference sources.
2. Assist with and/or develop programs under the general direction of a Librarian.
3. Answer reference questions and provide basic readers advisory in person and by telephone.
4. Direct and train subordinate staff including volunteers.
5. Conduct library tours and other group activities.
6. Gather statistics and prepare reports.
7. Assist in the maintenance of library collections.
8. Perform related duties as assigned.

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**MINIMUM QUALIFICATIONS**

**Knowledge of:**

1. Basic office practices and procedures, including the operation of standard office equipment.
2. Alphabetical, numerical, and topical filing systems.
3. Material organization and structure of libraries, including categories of materials and general arrangement.
4. Basic arithmetic.

**Skills to:**

1. Use library catalogs and tools to locate information and materials.
2. Communicate clearly and concisely, orally and in writing.
3. Establish and maintain effective work relationships with those contacted in the course of work.
4. Work under deadlines and with constant interruptions.

**Education/Experience:**

Equivalent to graduation from an accredited four year college or university.

**Special Requirements:**

Willingness and/or ability to work rotating and/or irregular shifts, including nights and weekends.

**Work Conditions:**

Work in a library environment directly with the public: sustained posture in a standing, walking, or sitting position for prolonged periods of time; perform lifting, crouching and pushing; may travel to other City facilities; some positions may include prolonged usage of computer equipment.

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