

LIBRARY ASISSTANT I
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b) Necessary Knowledge, Skills and Abilities:

- i) Knowledge of library classification systems and library circulation.
- ii) Ability to accurately maintain library filing systems.
- iii) Ability to operate basic office equipment.
- iv) Ability to work effectively with the public.
- v) Ability to shelve large volume of books and other library materials.
- vi) Ability to establish and maintain effective working relationships.
- vii) Ability to work as a team member.
- viii) Ability to perform the essential functions of the job.

3. Special Requirements:

- a) Must be able to pass Department's security clearance standards.
- b) Requires the possession of a valid driver's license or an acceptable alternative method of transportation that allows the incumbent to perform the duties of the position.

4. Tools and Equipment Used:

- a) Computer and printer, fax machine, scanner, and copy machines, calculator, and telephones, computer software including MS based word processing, and library automated systems.

5. Supervision:

- a) This is not a supervisory classification; however may provide lead worker direction to volunteers.
- b) Positions receive supervision from the library circulation supervisor and lead work direction from others in library.

6. Communications:

- a) Work involves frequent communication with library patrons, the general public, other staff, volunteers, vendors and other government agencies.
- b) The communication is generally routine with no substantial degree of complexity.

7. Cognitive Functions:

- a) Work is generally performed with some independence but is regularly reviewed.
- b) Policies and procedures are well defined but there is some degree of latitude.
- c) Problems encountered in this position are generally routine.

8. Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- a) Work is generally performed indoors in a library setting.
- b) There is some stooping and reaching involved in shelving materials.
- c) There is some lifting of book crates that may weigh up to 40 pounds.
- d) Evening and weekend work is required.

9. Resource Accountability:

- a) Limited resource accountability; however care is given to maintaining library materials and equipment.
- b) There is a slight impact on a limited level of cash transactions.

The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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