

# MEADOWS VILLAGE LIBRARY ASSISTANT

(Range 106)

## **DEFINITION**

Performs a variety of technical public service work involving automated library system functions.

## **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the assigned Department Head.

## **RESPONSIBILITIES:**

**Essential and marginal functions and responsibilities may include, but are not limited to the following:**

1. Provides public service at the Meadows Village facility to include checking library materials in and out, maintaining patron accounts in the collection of fines and fees, and registering and issuing patron cards.
2. Assists patrons in the use of library materials and also assists in the use of personal computers, automated library systems, various indices, and non-book materials.
3. Checks in new materials and maintains related records.
4. Performs telephone receptionist duties, ascertaining the nature of the call, and personally assists or directs the caller to the appropriate individual or department.
5. Decorates the Meadows Village facility with appropriate accessories for the seasons, holidays, and other events.
6. Assembles and arranges displays of books and other library materials.
7. Directs patrons to the location of library materials and library equipment.
8. Reports patron requests for purchase of materials to the Department Head.
9. Maintains and files various records and reports appropriate to the facility.
10. Counts money for cash register and balances cash drawer at the end of each shift.
11. Interacts in person and over the telephone with patrons and district- wide staff.
12. Updates computer records as requested.
13. Utilizes automated library systems and other library equipment.
14. Sorts and shelves returned library materials according to classification code.
15. Processes and maintains reserve library materials for damage.
16. Operates general office equipment to include the telephone.

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**Marginal Functions:**

1. Retrieves materials from book drops.
2. Inspects returned materials for damage.
3. Processes Meadows Village facility mail.
4. Performs related duties and responsibilities as required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:**

1. Basic public library methods and practices as they pertain to a Circulation Department.
2. General clerical methods and practices.
3. Basic record keeping principles and methods.
4. Basic filing practices and procedures.
5. Basic arithmetic principles.
6. Library District and Meadows Village facility policies and procedures.
7. Library District terminology and functions.
8. Correct English usage, spelling, punctuation, and grammar.
9. Correct Spanish usage.

**Ability to:**

1. Perform basic arithmetic computations.
2. Type at a speed necessary to perform essential functions.
3. Apply Library District and Meadows Village Facility policies and procedures.
4. Work independently in supervisor's absence.
5. Understand and follow oral and written instructions.
6. Communicate clearly and concisely, both orally and in writing.
7. Serve customers with patience, tact, and courtesy.
8. Maintain effective working relationships with those contacted during the course of work.
9. Exercise good judgment.

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10. Maintain the mental capacity for effective interaction and communication with others.
11. Maintain the physical condition appropriate to the performance of assigned duties and responsibilities which may include:
  - standing, walking, or sitting for extended periods of time;
  - bending, reaching, stooping, and pushing;
  - lifting and carrying;
  - operating assigned equipment.
12. Maintain effective auditory and visual perception needed for:
  - making observations;
  - communicating with others;
  - reading and writing;
  - operating assigned equipment.

**Skilled in:**

1. Use of automated library information systems equipment.
2. Use of library and general office equipment.

**Training and Experience:**

High school diploma or GED equivalency required. Six (6) months related work experience required; typing skills required; computer experience required; and bi-lingual in Spanish - English required; or an equivalent combination of training, education, and experience that provides the necessary knowledge, skills and abilities.

**License, Certificate, or Requirements:**

Possess bilingual speaking and reading skills in Spanish/English.

**Physical Requirements:**

Essential and marginal functions may require maintaining a physical condition necessary for frequent standing and walking, frequent lifting and carrying objects of light weight (5 - 10 pounds) and moderate weight (12 - 20 pounds); frequent bending, stooping, reaching, and pushing; minimal dexterity in the use of fingers, limbs, or body in the operation of office equipment; utilizing a keyboard, and sitting, or standing for extended periods of time.

Tasks require sound perception, visual perception, and oral communications ability.

**Environmental Requirements:**

Tasks are performed with infrequent exposure to adverse environmental conditions.

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**FLSA: NON-EXEMPT**

**CBA: NOT COVERED**

**DEVELOPED: APRIL 24, 1998**

**REVISED: JUNE 8, 1998  
MARCH 14, 2018**