

LIBRARY ASSISTANT-OUTLYING BRANCH

(Range 107)

DEFINITION

Performs a variety of technical public service work involving automated circulation system functions and in providing support to the Library Associate.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Library Associate.

RESPONSIBILITIES:

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

1. Provides public service in an Outlying Branch Library 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. Checks in new materials and maintains related records.
3. Performs telephone receptionist duties, ascertaining the nature of the call, and either personally assists the caller or directs the caller to the Library Associate - Outlying Branch.
4. Directs patrons to the general location of library materials and library equipment.
5. Answers inquiries of a nonprofessional nature and refers patrons requiring professional assistance to the Library Associate - Outlying Branch.
6. Maintains and files various records and reports appropriate to the Outlying Branch.
7. Assists patrons with questions regarding overdue notices.
8. Performs routine shelf checks and claims returns.
9. Counts money for cash register and balances cash drawer at the end of the assigned shift.
10. Interacts extensively in person and over the telephone with patrons, district-wide staff and management, outside agencies, and other libraries.
11. Updates computer records as requested.
12. Utilizes automated library systems and other library equipment.
13. Sorts returned library materials and either personally shelves books and materials or places them in the designated area for the Pages to retrieve.
14. Processes and maintains reserved library materials.

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15. Operates general office equipment, to include but not limited to: copy machine, telephone, and facsimile machine.
16. Inspects returned materials for damage.
17. Decorates the Outlying Branch with appropriate accessories for the seasons, holidays, and other events.
18. Assists patrons in the use of the circulating and non-circulating periodicals collection and other materials using Library of Congress Classifications and also assists in the use of automated library systems, various indices, and non-book materials.
19. Oversees operations and assumes responsibility of the Outlying Branch in the absence of the Library Associate.
20. Performs basic maintenance or repair on Outlying Branch equipment.
21. Utilizes personal computers, peripheral equipment, and associated software.
22. Assists the Library Associate in collection maintenance to include proper location and labeling of materials, accurate data entry, and ensuring collection corresponds with community interests and needs.

Marginal Functions:

1. Retrieves library materials from book drops.
2. Processes Outlying Branch mail.
3. Performs related duties and responsibilities as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. Public library methods and practices as they pertain to an Outlying Branch.
2. General clerical methods and practices.
3. Basic record keeping principles and methods.
4. Basic filing practices and procedures.
5. Basic arithmetic principles and methods.
6. Library District and Outlying Branch policies and procedures.
7. Library District terminology and functions.
8. Correct English usage, spelling, punctuation, and grammar.

Ability to:

1. Perform basic arithmetic computations.

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2. Type at a speed necessary to perform essential functions.
3. Apply Library District, Branch, and Circulation Department policies and procedures.
4. Work independently in supervisor's absence.
5. Work quickly and accurately.
6. Understand and follow oral and written instructions.
7. Communicate clearly and concisely, both orally and in writing.
8. Serve customers with patience, tact, and courtesy.
9. Maintain effective working relationships with those contacted during the course of work.
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. The use of general office equipment and automated library information systems equipment.

Training and Experience:

High school diploma or GED equivalency required. Six (6) months related work experience required; typing skills required; computer experience required.

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.

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

Environmental Requirements:

Tasks are performed with infrequent exposure to adverse environmental conditions.

FLSA: NON-EXEMPT

CBA: NON-SUPERVISOR

DEVELOPED: JULY 1, 1995

REVISED: MAY 4, 1998
JUNE 10, 1998
MARCH 15, 2001
MARCH 13, 2018
August 12, 2020