



CLASS SPECIFICATION

Class Code: 60005012
Date Established: 09/1979
Last Reviewed: 06/2021
Last Revised: 06/2021
Last Title Change:
FLSA: non-exempt
Probation: 6 months

LIBRARY ASSISTANT I

DEFINITION

Under direct supervision, assists with the daily operation of the library; answers routine, directional type questions; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Six months of full-time paraprofessional library experience; OR an equivalent combination of training and experience. An academic degree in any discipline from an accredited college or university may substitute for half of the required experience.

LICENSE OR CERTIFICATE

A valid driver's license may be required at the time of appointment.

DISTINGUISHING CHARACTERISTICS

This is the entry level in the Library Assistant class series, which provides for progression to the next level in the series upon meeting the requirements of the class and recommendation of the appointing authority. This level is intended as a training position to enable incumbents to learn policies, procedures and specific techniques while assisting journey level Library Assistants.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

May perform any of the Examples of Duties found on the Library Aide job class specification.

Assist with the daily operation of the library.

Locate, read, and follow library regulations, policies, and procedures.

Sort books, publications, and other library materials according to classification code; load carts to prepare for shelving; and shelve returned materials, publications, and other items in proper sequence.

Perform stack maintenance, including filing, shifting, or adjusting shelves to accommodate materials.

Assist with library specialized collections and library collection maintenance.

Provide customer service, assist with check in and check out, issue library cards, collect fines and fees, and address basic patron issues.

Provide information services using all available resources; respond to patron questions, and provide assistance, either directly or by referral to appropriate staff.

Assist in the preparation and presentation of library tours, outreach, and programs on a variety of topics for all generations.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Washoe County and Washoe County Library System policies, procedures, methods, and terminology.

American Library Association philosophy, practices, procedures, and techniques.

Ability to:

Perform alpha and numeric filing in relation to shelving library materials.

Use multiple types of digital technologies, library equipment, and audio/visual equipment.

Provide basic information by making appropriate use of available resources to satisfy customer needs.

Provide exceptional customer service.

Deal tactfully and politely with public.

Maintain confidentiality.

Work under close supervision to perform assigned work within the time outlined.

Perform routine duties and responsibilities of the assigned job within established guidelines and policies.

Entry Level *(Applications will be screened for possession of these through written, oral, performance, or other evaluation methods)*

Knowledge of:

Alpha and numeric filing as applied to sorting and shelving books.

Collection maintenance practices.

Integrated Library Systems automated databases, software, and digital resources.

Current computer/mobile technologies and use of the Internet.

Circulation operations and procedures.

Correct English usage, spelling, grammar, and punctuation; reading and math comprehension.

Ability to:

Shelve materials accurately and in a timely manner.

Participate in stack and collection maintenance.

Communicate effectively, both orally and in writing, with people of diverse backgrounds.

Maintain effective, cooperative, and productive working relationships with the public, division staff and representatives of other departments.

Understand and follow oral and written instructions.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to sit for extended periods. Ability to frequently squat, bend, kneel, stoop, stand and walk. Using approved safety standards, ability to lift, push, pull, and move objects weighing up to 50 lbs. Normal manual dexterity and eye-hand coordination. Corrected hearing and vision to normal range. Ability to work under conditions involving exposure to dust and odors. Ability to use audio/visual equipment and office equipment including computers, telephones, calculators, copiers, and FAX machine. Ability to use necessary chemicals. Work is performed in a public service environment with continuous contact with staff and public.

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards.