

LIBRARY ASSISTANT

DEFINITION

Under general supervision, performs clerical and customer service duties pertaining to library services; supports the circulation, display and storage of books, audio-video equipment and other library materials and media; receives and checks out loaned library materials; collects and posts fines; mends old and damaged books; monitors and balances cash receipts; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is the full working level clerical class in the Library Support Series within the Yosemite Community College District (YCCD). Incumbents perform journey-level clerical duties in support of standard library administrative functions, particularly in areas related to materials circulation, display and storage.

This class may be distinguished from the higher-level class of Library Technician because incumbents in that class perform technical administrative duties that emphasize specialized library functions such as materials acquisition/cataloging, interlibrary loans, and reserve management.

SUPERVISION RECEIVED AND EXERCISED

Incumbents in this class work under the general supervision of a manager or senior manager, working alone on routine or regular work assignments and checking with a supervisor on non-routine assignments or when in doubt as to the correct procedures to follow.

An incumbent in this class does not directly lead or supervise other full-time employees, but may assign, direct and/or monitor the work of subordinate part time and/or student employees on a project or assignment basis.

ESSENTIAL DUTIES

- Performs clerical tasks related to the intake, check out, processing and maintenance of library books, documents, and other materials.
- Provides customer service at the Circulation Desk; using a computerized system, receives and checks out library materials that have been or are being loaned to students.
- Collects student fines and posts debts/payments to computerized records; maintains and balances cash receipt records.
- Helps re-shelve books and organize book displays.
- Mends old and damaged books; assists technical and/or professional staff in weeding out obsolete or severely damaged materials; maintains tracking lists of all weeded items; maintains and updates library inventories; verifies that any materials sent out for repair are properly coded and identified in the library system.
- Ensures that money drawers are sufficiently prepared with change each day; calculates and prepares deposit forms; makes periodic deposits.

- Plans and schedules the use of the library media center, computer laboratories and center equipment and materials; monitors computer and other equipment functions and performs basic maintenance/installations.
- Responds to inquiries and complaints regarding clerical library matters; explains library policies and procedures; provides forms to students and explains processes and requirements; answers a variety of general library procedural questions; assists instructional personnel and students in locating library resources.
- Retrieves and updates information in various computer systems; compiles and organizes information and forwards for further action and evaluation by technical staff.
- Prepares book cards and performs other routine documentation tasks.
- Opens, date stamps and distributes mail; may open and close library facilities, making sure alarms, lights, copiers, computers and other items are on/off.
- Performs general administrative and clerical duties such as sorting, filing, duplicating, and answering phones; prepares and mails letters and routine correspondence.
- Assigns, directs and monitors the work of subordinate employees on a project or assignment basis; provides training and guidance to student and part-time employees.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The knowledge and ability requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Education and Experience:

Pattern I

- Experience: One-year equivalent to an Administrative Assistant II at YCCD.

OR

Pattern II

- Education: Possession of a High School diploma or GED.
- Experience: Two years performing general office administrative support work.

Knowledge of:

- Basic and general functions of public library service.
- Standard and accepted English usage, spelling, grammar, and punctuation.
- Standard and accepted customer service techniques and etiquette.
- Standard and accepted library terminology and standard library practices.
- Standard and accepted library materials and equipment.
- Operate a cash register and make correct change.
- Administrative/operational procedures and practices of the Library System operations and procedures

Ability to:

- Learn and understand the administrative/operational procedures and practices of the Library System operations and services.
- Utilize designated word processing, spreadsheet, and/or database software programs accurately and effectively.
- Maintain a variety of manual and computerized record keeping systems.
- Understand and carry out a variety of both oral and written instructions.
- Perform routine mathematical calculations in an accurate and timely manner.
- Operate a variety of office machines and equipment including computers, peripheral equipment, fax machine, copier and calculator.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Licenses and Certificates:

- Depending upon assignment, a valid license to drive in California may be required.

Physical and Mental Standards:

- **Mobility:** ability to sit and stand for long periods, move about an office, and occasionally reach above and below desk level.
- **Dexterity:** fine manipulation sufficient to operate a computer keyboard, handle individual papers, write and take notes.
- **Lifting:** frequent lifting of papers, books, files, equipment and material weighing up to 25 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including frequent public contact; frequent deadlines and time-limited assignments.

TYPICAL WORKING CONDITIONS

- Work is generally performed in an indoor office environment.

Class Adopted: 03/01/09

Class Amended: ~~XX-XX-XX~~