

CITY OF FOLSOM

LIBRARY ASSISTANT

DEFINITION

Under general supervision, perform heavy public contact activities and various clerical duties for the City of Folsom libraries. Incumbents may oversee, monitor, and/or direct the work of part-time, temporary, and/or volunteer staff.

DISTINGUISHING CHARACTERISTICS

The Library Assistant is the entry level in the Library series. This class is distinguished from the Library Technician in that the latter performs tasks requiring a solid knowledge of library materials and procedures, while the Library Assistant performs routine clerical duties specific to a library environment.

EXAMPLES OF ESSENTIAL DUTIES

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.

- Prepare print and non-print materials for introduction into the library collection including basic cataloging; assist patrons in locating such items.
- Prepare and affix identification labels to materials.
- Assist in the acquisition, processing, and maintenance of periodical and material collections.
- Check out and check in library materials to patrons.
- Register patrons and establish eligibility status and input information into database.
- Collect fines and fees and count monies.
- Respond to patrons in-person and over the telephone regarding requests for library materials, services, and information; refer problems, readers' advisory, and reference questions to supervisor.
- Instruct patrons in use of library equipment including, but not limited to, public-use typewriters, computers and photocopiers.
- Respond to patron questions regarding Library policies.
- Repair a variety of materials such as magazines and books including reinforcing spines and taping torn pages.
- Maintain the catalog, records, and other files.
- Gather mis-shelved and displaced items
- Locate, retrieve, and shelve books and other materials using index and catalog guides.
- Participate in the preparation and maintenance of displays and exhibits.
- Assist in giving group tours to children, parents, and organizations.
- Assist with the delivery of various Library programs.

- Follow opening and closing procedures of the library.
- Communicate effectively verbally and in writing.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS

NOTE: The level and scope of the following knowledge and abilities are related to duties listed under the “Examples of Essential Duties” section of this specification.

Knowledge of:

- Basic library techniques.
- Standard public library procedures including cataloging, bibliographic search procedures, and the use of reference sources and materials.
- Modern office procedures.
- Methods and computer equipment.
- Alphabetical, numerical, and chronological filing systems.
- Basic mathematic principles.
- Recordkeeping practices and principles.
- Common word processing, spreadsheet, and database software.

Ability to:

- Learn computerized cataloging, bibliographical, and circulation system databases and rules for entry of materials.
- Learn library practices and procedures.
- Learn location of materials in the library.
- Work accurately with alphanumeric codes.
- Follow oral and written instructions.
- Assist patrons in the location and use of library materials.
- Type at a speed necessary for successful work performance.
- Operate a personal computer and use software.
- Establish and maintain effective working relationships with those contacted in the course of work.

Minimum Qualifications:

Experience:

One (1) year of full-time clerical experience.

License, Certificate, Registration Requirements:

Some positions may require the possession of, or the ability to obtain and retain, a California Class C driver license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Physical Requirements:

Work is performed in a typical office environment. (1) Mobility: frequent use of keyboard; frequent sitting and standing for long periods of time; occasional bending or squatting. (2) Lifting: frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/ Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/ Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise.

Information Block

Class Code:

FLSA Status:

Established:

Revised:

Retitled:

Workers Compensation Code

Bargaining Unit: