

LIBRARY ASSISTANT III

Title of Immediate Supervisor: Head Librarian
Accountable For: Serves as a Lead over Library Assistant I/ II
Division: Pioneerland Library System
Department: varies
FLSA Status: Non-exempt
Pay Grade Assignment: 6

GENERAL DESCRIPTION:

Provides reference, research, and specialized circulation services to library patrons in locating and utilizing library materials and services.

DUTIES AND RESPONSIBILITIES:

These examples do not include all possible tasks in this work and do not limit the assignment of related tasks in any position of this class.

- Administers opening and closing procedures of the library, including necessary office equipment (e.g., air conditioning, computers, photocopier, etc.).
- Assists patrons in locating books, materials, and equipment in the library.
- Provides more complex reference and research assistance to library patrons.
- Provides instruction to patrons on the effective use of library facilities, resources, and equipment.
- Assists in planning, implementing, and promoting library programming and community outreach services (i.e., summer reading programs)
- Performs library circulation activities, i.e., checking materials in/out, registering new patrons, answering incoming phone calls, etc.
- Performs routine clerical duties (i.e., typing, filing, labeling, opening and sorting mail, etc.).
- May process inter-library loan requests.
- Provides staff and library work direction in the absence of supervisor.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of library system operations and procedures, including alphabetical and numerical classification systems.
- Skill and ability to work effectively with the general public in responding to needs/requests.
- Skill and ability to plan, implement, and promote specialized events, activities, and programs.
- Skill and ability to maintain cooperative working relationships with fellow employees.
- Skill and ability to operate office and library equipment such as photocopier, computer, and printer.
- Skill and ability to offer lead instruction to other employees.
- Skill and ability to meet physical requirements of position.
- Skill and ability to work independently.
- Willingness to maintain flexibility in schedule and assignments.
- Strong verbal and written communication skills.
- Skilled in the use and operation of office equipment such as personal computers, calculators, telephone, adding machine, photocopier and fax machines.

MINIMUM QUALIFICATIONS:

High school (or equivalency) diploma plus one year of directly related experience; or a combination of education, experience and training necessary to perform the essential requirements of the work.

CERTIFICATION OR LICENSING REQUIREMENTS (prior to job entry):

None

PHYSICAL REQUIREMENTS:

Positions in this class typically require: walking, stooping, kneeling, crouching, reaching, lifting, feeling, grasping, talking, hearing, and seeing.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Some light lifting and carrying of office materials may be required up to 25 pounds.

JOB CLASSIFICATION HISTORY:

Prepared by BCC 5/01

Pay Grade Revision 7/1/23