

BRANCH LIBRARY ASSISTANT I

DEFINITION

Under general supervision, performs a wide variety of technical library tasks related to circulation, shelving, technical processing and patron assistance.

DISTINGUISHING CHARACTERISTICS

This class represents the entry level of the Branch Library Assistant class. Incumbents have the responsibility of learning the operations and services of a County Branch Library site, as well as performing a variety of general library assistance duties. They are expected to become familiar with the policies, functions, and operations of the County library system and capable of providing help and instruction to library patrons.

REPORTS TO

County Librarian.

CLASSIFICATIONS DIRECTLY SUPERVISED

May provide work coordination and direction for volunteers and substitute Branch Library Assistants.

BRANCH LIBRARY ASSISTANT I - 2

EXAMPLES OF DUTIES

- Has responsibility to learn the operation and services of a County Library branch.
- Works with library patrons, providing assistance in the use of Library facilities and resources.
- Answers questions, check out material for circulation.
- Issues Library cards and maintains registration records.
- Collects monies for overdue and damaged books and media.
- Receives and transmits patron requests for books, media, and information, finds and reserves books and media for circulation.
- Compiles information for statistical summaries and reports.
- Assists with book repair and mending.
- Re-shelves returned material; prepares periodicals for patron use.
- Updates collection through weeding and quarterly collection rotations.
- Assists with reference services.
- Obtains detailed information about patron's reference requests and needs.
- Instruct patrons in the use of library resources and library rules and procedures.
- Conducts reading programs.
- Maintains account records on monies collected.
- Updates records and reports.
- Types a variety of correspondence information, and other materials.
- Works with community organizations.
- Attends workshops, online classes and correspondence courses necessary to develop basic knowledge of library skills.
- Conducts story time and summer reading programs.
- Insures proper repair and maintenance of branch building, furniture *and equipment*.
- Has responsibility for building security.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; physical ability to lift and carry objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of audio-visual equipment; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office; occasionally works outside; continuous contact with staff and the public.

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BRANCH LIBRARY ASSISTANT I - 3

DESIRABLE QUALIFICATIONS

Knowledge of:

- Library procedures and methods.
- Library reference resources.
- Correct English usage, spelling, grammar, and punctuation.
- Modern office methods, practices, and procedures.
- Maintenance of filing and information retrieval systems.
- Computer applications for library services.
- Mathematics.
- Public relations.

Ability to:

- Perform library and circulation assistance assignments.
- Interpret, explain, and apply library policies and methods.
- Make arithmetical calculations.
- Maintain accurate records and prepare reports.
- Effectively represent library services with the public.
- Establish and maintain cooperative working relationships.

Training and Experience:

Two (2) years of general office assistance work experience, preferably including one (1) year of experience working in a library providing patron assistance.

Special Requirement: Must possess a valid driver's license at time of application and a valid California Drivers License by the time of appointment. The valid California License must be maintained throughout employment.