

**CITY OF SALEM
LIBRARY ASSISTANT I**

**00303
20303
40303**

NATURE OF WORK

This is an entry level support staff position performed in the public library.

A Library Assistant I performs a variety of functions including the circulation of library materials, registration of patrons, collection of fines and furnishing directional information to the public. Routine tasks are not closely supervised. Many activities are performed using the library automated system. Work is performed under the direction of higher level staff.

This classification is distinguished from the Library Assistant II by the limited knowledge of library practices and procedures required in performing routine patron services. An additional distinction is evident in the absence of responsibilities which involve directing the work of or training other staff.

ILLUSTRATIVE EXAMPLES OF WORK

(Any single position of a class will not usually involve all of the duties listed and many positions will involve duties which are not listed.)

Staffs assigned service desk; delivers customer service in person or by phone; refers patrons to other library divisions as required.

Assists in circulation-related activities; enters and maintains patron information in Library automated system; checks materials in and out; sorts; routes; retrieves and shelves materials accurately; processes materials accurately; processes materials requests and notices; collects fees and fines.

Assists in opening or closing procedures within an assigned area.

Records statistical information.

Operates microfilm reader-printer, copier, cash register and other related library equipment.

Performs other related work as required.

WORK QUALIFICATIONS

Graduation from high school; or any equivalent combination of experience and training which provides the following knowledge, skills, and abilities:

Ability to operate library equipment, including the computer system.

Ability to be trained to operate and care for microfilm read-printer.

Skill in accurate filing and use of cash register and money handling.

Ability to perform repetitive operations without close supervision.

Ability to be trained in library procedures and techniques.

Must be able to communicate effectively and provide courteous service to library patrons.

Ability to learn proper, accurate shelving of library materials according to the Dewey Decimal system and understand the automated library system within the probationary period.

Must be able to show up for work at assigned times and work the entire shift.

Must be able to work weekends as assigned.

Ability to work for prolonged periods while standing and walking, lift up to 25lbs, push carts up to 75 lbs and place library materials on both overhead and floor level shelves.

Some positions may require possession of a valid Oregon driver's license and the ability to meet the City's driving standards.

Approved By:
Human Resource Director
7/2005