

**CITY OF SALEM
LIBRARY ASSISTANT II**

**00304
20304
40304**

NATURE OF WORK

This is a support staff position in the public library.

A Library Assistant II is responsible for the application of knowledge of standard library routines and activities including: staffing public service desk and providing basic reference assistance; resolving damaged and lost materials; updating item records and a variety of activities in the various divisions of the library. Many activities are performed using the library automated system. Routine tasks are not closely supervised. A Library Assistant II may assist in giving direction to Library Assistant I, Library Aides, or Library volunteers. A Library Assistant II may be assigned special, short-term projects working under the direction of professional staff or other higher level Library staff. This classification may involve emergency lead responsibilities.

This classification is distinguished from the Library Assistant I by the greater level of duties and responsibilities and by the requirement for a more detailed knowledge of library practices and procedures within an assignment area.

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.)

Assists the public in the use of the public library by: giving standard information in person or by phone; explaining the use of library facilities to new patrons; assisting patrons in the use of the automated library catalog; answering limited reference and reader's advisory questions.

May assist patrons in the use of audio-visual facilities, use of personal computers or use of inter-library loan services.

Organizes the circulation desk for operation. Assists in circulation-related activities; enters and maintains patron information in the automated library 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.

Assists in resolving patron concerns about registration, fines, lost materials, requests, etc.

Assists in training of new Library Assistants I and II, Library Aides and volunteers. Reviews work performed by Library Aide and Library volunteer staff for accuracy and completeness.

Orders library materials according to established procedures from appropriate vendors. Monitors book orders for receipt and timely payment.

Prepares correspondence to Library patrons and types a variety of library related documents, requests, labels, etc.

Performs other related work as required.

WORK QUALIFICATIONS

Experience in library clerical work; completion of two years of college; 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.

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 library automated computer system within the probationary period.

Ability to be trained to use standard library reference tools including the automated library system.

Some knowledge of literature and when assigned to Youth Services, knowledge of children's literature and ability to perform youth service activities with understanding and enthusiasm.

Skill in PC keyboarding, and word processing and other software programs.

Ability to establish and maintain effective working relationships with other library personnel and the public.

Skill in preparing display or graphics work.

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 Resources Director
07/2005