

## JOB INFORMATION

|                         |                       |
|-------------------------|-----------------------|
| Job Code                | LB01A                 |
| Job Description Title   | Library Assistant I   |
| Pay Grade               | LM02                  |
| Range Minimum           | \$30,840              |
| 33rd %                  | \$34,430              |
| Range Midpoint          | \$36,230              |
| 67th %                  | \$38,030              |
| Range Maximum           | \$41,630              |
| Exemption Status        | Non-Exempt            |
| Approved Date:          | 7/28/2021 11:16:00 AM |
| Legacy Date Last Edited | 1/4/2012              |

## JOB FAMILY AND FUNCTION

|               |                               |
|---------------|-------------------------------|
| Job Family:   | Libraries, Archives & Museums |
| Job Function: | Librarian                     |

## JOB SUMMARY

Performs a variety of library support tasks associated with maintaining the library collection and with assisting patrons in the use of library resources and equipment.

## RESPONSIBILITIES

- Processes materials according to classification, circulation, and maintenance procedures.
- Prepares and expedites orders for library material; checks for accuracy upon receipt.
- Prepares new material for circulation.
- Assists patrons in use of systems and answers inquiries regarding library resources and policies.
- Provides library users with information and assistance in retrieving materials.
- Performs a variety of library and office support tasks.
- Assembles and prepares a variety of information and data for reports, studies and other purposes.
- May deliver or retrieve materials from other departmental offices and libraries.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

## SUPERVISORY RESPONSIBILITIES

|                            |                                                                                                                                       |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| Supervisory Responsibility | May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees. |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------|

## MINIMUM QUALIFICATIONS

**To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.**

## MINIMUM EDUCATION & EXPERIENCE

| Education Level            | Focus of Education                |     | Years of Experience | Focus of Experience                                                                            |  |
|----------------------------|-----------------------------------|-----|---------------------|------------------------------------------------------------------------------------------------|--|
| High School Diploma or GED | High School Diploma or equivalent | and | 0 years of          | Experience in managing and processing data or materials, or customer/public service experience |  |

Substitutions Allowed for Experience

Yes

*Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.*

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Possesses limited knowledge of office procedures and library materials and use.

## MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Desired |  |
|-------------------------|--------------------------------|------------|------------------|--|
| None Required.          |                                |            |                  |  |

## PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

## PHYSICAL DEMANDS

| Physical Demand               | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| Standing                      |       |        | X            |            |            |        |
| Walking                       |       |        | X            |            |            |        |
| Sitting                       |       |        |              | X          |            |        |
| Lifting                       | X     |        |              |            |            |        |
| Climbing                      |       |        | X            |            |            |        |
| Stooping/ Kneeling/ Crouching |       |        | X            |            |            |        |
| Reaching                      |       |        |              | X          |            |        |
| Talking                       |       |        |              | X          |            |        |
| Hearing                       |       |        |              |            | X          |        |
| Repetitive Motions            |       |        |              |            | X          |        |
| Eye/Hand/Foot Coordination    |       |        |              |            | X          |        |

## WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|-------------------|-------|--------|--------------|------------|------------|
| Extreme cold      |       |        | X            |            |            |
| Extreme heat      |       |        | X            |            |            |
| Humidity          |       |        | X            |            |            |
| Wet               |       |        | X            |            |            |
| Noise             |       |        | X            |            |            |
| Hazards           |       |        | X            |            |            |

WORKING ENVIRONMENT

| Working Condition      | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Temperature Change     |       |        | X            |            |            |
| Atmospheric Conditions |       |        | X            |            |            |
| Vibration              |       |        | X            |            |            |

**Vision Requirements:**

Ability to see information in print and/or electronically.