



It's your library
Check it out!

Lassen Library District

POSITION DESCRIPTION

LIBRARY ASSISTANT I

POSITION DEFINITION: Performs a variety of library tasks and clerical duties related to the functions and programs of the library; assists other library staff in the completion of various assigned tasks; assists in meeting library patrons' information needs.

SUPERVISION RECEIVED AND EXERCISED: Receives general supervision from the Manager of Library Services.

EXAMPLES OF DUTIES: Duties include, but are not limited to, the following:

- Staffs circulation desk.
- Issues patron membership cards.
- Checks out material to patrons.
- Checks in material from patrons.
- Processes holds for library patrons.
- Prepares overdue notices, checks shelves for overdue books, makes necessary telephone calls, and mails letters and bills.
- Processes ILL and OCLC requests.
- Assists library patrons in utilizing library services, including computer use, copier and microfilm reader/printer.
- Shelves library materials and maintains shelves in proper order.
- Computes and collects charges for overdue, lost, or damaged materials.
- Collects and clears late fees and other patron charges.
- Schedules public access computer use.
- Assists in the maintenance of records and files.
- Processes and records daily cash transactions, including all monies received from computer usage, fines, library cards and printing/copying.
- Assists in the compilation of statistics on library activities and materials used.
- Answers less difficult reference questions, referring more difficult questions to appropriate staff.
- Assists in the maintenance of the library's collections, reconciling data base entries with items on the self.
- Accepts donations, explains library policy regarding donations.
- Maintains the library in a clean and orderly condition.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Fundamental purposes, typical content, and routine procedures of public libraries.
- Modern office methods, practices, and procedures.
- Basics of using a personal computer: logging in, printing, use of Web browser

Ability to:

- Give assistance to, and work courteously with, library patrons, staff, and volunteers in a team-oriented workplace.
- Learn library practices and procedures, and the location of library materials.
- Type at a speed of 35 wpm from clear copy.
- Understand and follow oral and written directions.
- Communicate clearly and concisely, both orally and in writing.
- Learn computer software to maintain records and support patron use of public access computing resources.

Experience and Education:

Any combination of experience and training which would provide the required knowledge and abilities. Minimum experience and education is:

Experience: Equivalent to one year of clerical experience, preferably in a library setting.

Education: Equivalent to completion of the twelfth grade.