



## JOB DESCRIPTION

Title: **ASSISTANT LIBRARIAN**  
Department: Library  
Class Code: 5425  
FLSA Status: Non-Exempt  
Effective Date: November 1989 (Rev. 02/2006)

### GENERAL PURPOSE

Under the supervision of a Senior Librarian provides a wide variety of basic public, technical, and clerical services including information and reference service, reader's advisory, presenting programs, copy cataloging, circulation services, and administrative support.

### ESSENTIAL DUTIES

- Provides simple information and reference service using print and online sources.
- Provides reader's advisory service.
- Presents programs, book talks, and tours.
- Provides a full range of circulation services, including patron registration and transactions.
- Edits catalog records.
- Processes and repairs library materials.
- Assists in creating promotional materials, writing reports, and maintaining files.
- Makes recommendations related to improving procedures.
- Participates in staff meetings.
- Performs other related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

- Employees will have a variety of duties and work partners. Schedules will be regular but work assignments will be varied and changeable.

### MINIMUM QUALIFICATIONS

#### Education and Experience

- Completion of a bachelor's degree and one (1) year of public service experience, or previous library experience; or an equivalent combination of education and experience which provides the required knowledge and abilities.

- Desktop publishing and web design desirable, and library experience and Spanish language ability preferred.

#### Special Requirements

- Must be adaptable to changing work hours. Must be willing to work evenings and Saturdays.

#### Necessary Knowledge, Skills and Abilities

- Fundamental knowledge of library circulation processes.
- Ability to supervise and schedule the work of others.
- Ability to meet and courteously provide the public and staff with understandable interpretations of rules, regulations and procedures.
- Ability to operate a personal computer or computer terminal and perform basic clerical tasks.
- Ability to establish and maintain effective working relationships with others, including the general public.
- Broad knowledge of the concepts and vocabulary of the liberal arts and/or a specialized subject area.
- Knowledge of and ability to use library catalogs, indexes tools, and services.
- Ability to learn the use of audiovisual equipment.
- Enthusiasm for the provision of quality public service.
- Excellent human relations skills.
- Ability to communicate effectively orally and in writing.
- Ability to exercise mature independent judgment.

#### **TOOLS & EQUIPMENT USED**

- Library computer system; personal computer including world wide web search engines and the library's web site, calculator; copy and fax machine; phone.

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus to both print and electronic text.

#### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the work environment is generally quiet.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_