LIBRARY ASSISTANT

DEFINITION

Under general supervision, provides a variety of paraprofessional library services to District patrons to meet the informational, educational, and recreational needs of the community; develops and conducts a variety of programs geared for children and families; advises and assists library patrons in use of library resources and equipment; assists with visual displays for assigned areas; checks materials in and out; organizes and shelves materials; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory and management staff. Exercises technical and functional direction over, and provide training to, less experienced staff.

CLASS CHARACTERISTICS

This is the journey-level paraprofessional classification within the Librarian series. Incumbents are expected to function independently with programs, projects, or technical assignments, and lead projects and programs within their area of specialty. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Creates, plans, and conducts library programs for children, teens, and adults; creates and delivers library programming including story times, bilingual story times, and other programs for young children and their families and caregivers; recommends and selects books, games, and early literacy strategies to incorporate into story time programs; may perform story time programs in both English and Spanish; delivers programs in person or virtually in a friendly and enthusiastic fashion to best engage the interest of participants.

- Meets with parents and children to assess and discuss their needs and interests for library programming; develops programs based on their interests including music and dancing for children as well as bilingual programs; prepares and delivers family programs and special events for library patrons; observes, guides, and gives instruction to children to ensure their safety throughout the library facility.

- Trains, assigns work, and directs assigned staff; creates manuals and instruction guides for assigned staff.

- Serves at circulation desk; receives and responds to questions from the public; answers telephone; assists patrons with locating books and materials; checks patron books and materials in and out; answers reference questions; hands out supplies to patrons, such as board games, pencils, bookmarks, and craft
supplies; checks patron accounts to assess whether they owe any fines or fees to the Library; collects fines and fees; processes payments via cash register; issues receipts.

➢ Provides technology assistance for patrons logging into public computers and utilizing related equipment; provides instruction including methods to access and navigate the internet, retrieve information from online sources, create, print, and save documents, and create and access email accounts.

➢ Participates in preparing and maintaining library displays; sets up, takes down, and changes displays as needed; takes pictures of displays and library program events and uploads them to District social media sites; decorates billboards with story time, holiday, or seasonal theming.

➢ Oversees the District’s social media platforms; creates flyers to promote library programming; creates calendars for all library programming; manages times and dates for said programs.

➢ Shelves new books and materials; organizes shelves; places books on display; sorts returned items and places on proper bookshelves; labels incoming books with accelerated reading level stickers; cycles out new books from the new book display.

➢ Takes inventory of programming supplies and materials; orders supplies when needed; purchases and creates crafts for story times and other programs; collaborates with local businesses to request donations for program supplies.

➢ Prepares a variety of statistical reports regarding library programming.

➢ Serves on a variety of ad-hoc staff committees as assigned by the District Director.

➢ Observes and complies with District and mandated safety rules, regulations, and protocols.

➢ Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

➢ Developmental, educational, and recreational needs of library patrons including children, adolescents, and adults.

➢ Library terminology, materials, resources, policies, procedures, and techniques.

➢ Best practices in library services.

➢ Children’s literature, early literacy, and early educational practices.

➢ Techniques for establishing and implementing library programs and special events.

➢ Principles, techniques, and procedures in cataloging, indexing, classifying, and organizing library materials.

➢ The District’s collection.

➢ The Dewey Decimal classification system.

➢ Outreach and publicity methods and programs.

➢ Applicable federal, state, and local laws, codes, and regulations, including administrative policies and procedures.

➢ Recordkeeping principles and procedures.

➢ Techniques for effectively representing the District in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations, and with contractors and the public.

➢ Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan and conduct the activities, programs, projects, and operations of a specialized library function.
- Understand community needs and prepare and conduct various types of library programming to meet those needs.
- Prepare and deliver effective presentations before patrons, community groups, and others.
- Exhibit creativity in decorating library rooms and preparing programs for patrons.
- Effectively provide staff leadership and work direction.
- Work effectively as part of a group or team.
- Establish and maintain a variety of filing, recordkeeping, and tracking systems.
- File library material and locate books using the Dewey Decimal system.
- Work effectively with a diverse clientele including children of all ages and their family members.
- Maintain a strong service orientation and a demonstrated dedication to quality customer service.
- React tactfully and diplomatically during interactions with staff, the public, and community groups.
- Adhere to and enforce sound library policies, procedures, and practices.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the District in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

**Education:**
- Equivalent to a bachelor’s degree from an accredited college or university with major coursework in library information science, communications, education, or a related field.

**Experience:**
- Two (2) years of library support, customer service, administrative support, teaching, child development, community organizing, or related experience.

**Licenses and Certifications:**
- Possession of a valid California Driver’s License, to be maintained throughout employment.
PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.