



CITY OF CALEXICO

CLASS TITLE: LIBRARY ASSISTANT II

MONTHLY: \$2,344 - \$2,769

RANGE: G-11

BASIC FUNCTION:

Under the direction of the Community Services Director, perform a variety clerical and technical library duties in the processing, circulation and maintenance of library books and materials; provide technical information and assistance to students, teachers and other patrons concerning the research, selection, location and use of library materials and equipment.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety clerical and technical library duties in the processing, circulation and maintenance of library books and materials; participate in the operation of the library to meet the educational, recreation, cultural and informational needs of the community

Serve as a technical resource to students, teachers and other patrons concerning the selection, location and use of library materials and equipment; respond to inquiries and provide technical information and assistance concerning related practices, techniques, policies and procedures.

Circulate library materials; check library books and materials in and out to patrons using an assigned computerized system; shelve returned books and materials.

Assist patrons with researching library materials for educational, recreational, cultural and informational use; instruct patrons in proper methods of utilizing catalogs and other library and reference materials and systems.

Provide training and assistance to patrons concerning the operation of library computers and related peripheral equipment and software applications; explain related practices, procedures and techniques; answer questions, resolve issues and perform demonstrations as necessary.

Participate in receiving, processing and cataloging various library materials; maintain computerized library indexes; prepare order cards; maintain, update and circulate various materials such as flyers, brochures, magazines, periodicals, newspapers and audio-visual materials.

Prepare and maintain various records, reports and files related to library books, materials, circulation, patrons and assigned activities.

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Input and update patron, circulation and various other data in an assigned computer system; establish and maintain automated records and files; initiate queries, develop spreadsheets and generate computerized reports.

Register new patrons; issue library and internet cards to qualified patrons; collect and receive monies for print outs and overdue and damaged books and materials.

Perform various general clerical duties such as typing, filing, duplicating and distributing a variety of materials; prepare, type and distribute routine correspondence such as letters, forms and flyers; receive and route incoming telephone calls as required; take and relay messages as needed.

Calculate, collect and account for fees for lost, overdue or damaged books and library materials; compile and distribute collected monies.

Communicate with City personnel, library patrons and various outside agencies to exchange information and resolve issues or concerns; contact patrons concerning reserved books, library materials, fines, overdue books, special events and programs as needed.

Maintain the library and related materials and equipment in a neat and orderly condition; observe and maintain appropriate patron behavior in the library.

Operate a variety of office and library equipment such as copiers, fax machines, laminators, typewriters, audio-visual equipment, microfilm machines, computers and assigned software; clean equipment as needed.

Train and provide work direction and guidance to assigned part-time employees, volunteers and students assistants as required; review work for accuracy and completeness.

Assist with promoting the use of the library to the public; assist with preparing library displays and bulletin boards.

Receive, sort and distribute mail as assigned; prepare outgoing mail for distribution.

Participate in annual inventory activities.

Attend and participate in various meetings, committees, workshops, special events and seminars as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Functions, operations and maintenance of libraries.

Library practices, procedures, reference materials, resources and terminology.

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Library cataloging and classification including card catalogs and the Dewey Decimal system.
Filing, indexing and inventory procedures.
Record-keeping and report preparation techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Modern office practices, procedures and equipment.
Basic mathematic calculations.

ABILITY TO:

Perform a variety clerical and technical library duties in the processing, circulation and maintenance of library books and materials.
Provide technical information and assistance to students, teachers and other patrons concerning the research, selection, location and use of library materials and equipment.
Catalog and prepare books and other materials for introduction into the library materials collection.
Process and shelve library materials.
Check library materials in and out to patrons.
Operate a variety of office and library equipment including a computer and assigned software.
Maintain files and records and prepare reports.
Type or input data at an acceptable rate of speed.
Complete work with many interruptions.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year general clerical or library experience.

WORKING CONDITIONS:

ENVIRONMENT:

Library environment.
Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Hearing and speaking to exchange information.
Sitting or standing for extended periods of time.
Lifting, carrying, pushing and pulling moderately heavy objects as assigned by the position.
Bending at the waist, kneeling or crouching to shelve and retrieve books.
Reaching overhead, above the shoulders and horizontally.