



Library Assistant

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
LIBRARY ASSISTANT I	7352	A11	\$32,332 - \$47,355
LIBRARY ASSISTANT II	7354	A13	\$35,439 - \$52,388

GENERAL DESCRIPTION

Performs library, archival, or data records services work compiling records, sorting and shelving books, and issuing and receiving library materials.

EXAMPLES OF WORK PERFORMED

Receives, sorts, and returns books, publications, and other items to shelves, files, or other designated storage areas.

Helps librarians maintain and process book collections, periodicals, magazines, newspapers, and audiovisual and other materials.

Maintains library files, records, and materials.

Maintains and searches databases and other reference sources to locate library materials and to verify authors and titles.

Inspects returned books, materials, and equipment for damage.

Assembles, classifies, and indexes data, including library materials.

Instructs and/or provides assistance to patrons with researching and obtaining information from library or archival collections; locating library materials, explaining library procedures; and using library materials.

Performs related work as assigned.

DESCRIPTION OF LEVELS

Examples of work and descriptions are meant to progress through the levels. For example, an employee at level II may also perform work listed for level I. Factors that may distinguish between the journey and senior levels include the level of independence in performing the work and the complexity of the work and may include the employee's related experience, education, and certifications. Other factors may include types of records prepared, materials handled, and systems maintained and/or utilized.

LIBRARY ASSISTANT I: Performs entry-level to routine (journey-level) library, archival, or data records services work. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

LIBRARY ASSISTANT II: Performs highly complex (senior-level) library, archival, or data records services work. Works under limited supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may:

- Provide informal tours and orientations on materials and services.
- Enter bibliographic and descriptive data for publications and records into a computer database.
- Code, classify, and catalog library materials.
- Prepare bibliographies.
- Analyze library, archival, and data records to identify, classify, and catalog materials.
- Participate in the acquisition of library, archival, and data records materials.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in library or archival work. Graduation from a standard senior high school or equivalent is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

For all levels

- Knowledge of library, archival, or data records services procedures; and electronic databases, Internet resources, bibliographic sources, reference materials, circulation software, and library systems.
- Skill in the use of a computer and applicable software, electronic programmed equipment, and customer service.
- Ability to answer questions regarding library or archival services or program activities; to conduct library or archival research; and to communicate effectively.

Additional for Library Assistant II

- Ability to explain policies and procedures related to carrying out library or archival programs and to prepare correspondence and reports.