

LIBRARY ASSISTANT

GRADE 22

GENERAL DEFINITION OF WORK:

FLSA Status: Non-Exempt

Performs responsible skilled work providing in-library and outreach programs for children, young adults and families, activities and events; does related work as required. Work is performed under regular supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Providing in-library and outreach programs; planning and conducting children's programs and activities; classifying and cataloging new materials; assisting patrons with reference questions; preparing files, records and reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Assists patrons in locating various library materials, answering reference questions, looking up information on computer and answering general program questions; assists with circulation duties when required.
- Prepares and maintains book displays; applies stickers to new books; rotates new books and maintains shelves; maintains paperback book shelves; performs minor material repairs; decorates bulletin boards.
- Develops, organizes and conducts a variety of programs for various age groups for the purpose of encouraging reading; determines and develops age appropriate themes, books and materials for each story time session; plans, organizes and conducts story times.
- Assists with Summer Reading Program, including registration, room displays, activity sheets and special programs.
- Selects books for children's programs at day care, head-start, pre-and after school programs; delivers and picks up items; prepares and presents programs at day care centers; prepares and presents Mother Goose programs.
- Selects and checks out items for adult outreach programs; travels to various agencies; renews contract and maintains appropriate records.
- Selects and checks out items for book buddy program; schedules deliveries; delivers items and visits with buddies.
- Trains volunteers; assists with preparing labels, spine taping, putting audio-visual materials in cases, etc.
- Updates and maintains accelerated readers lists.
- Schedules routine and special maintenance of library van; maintains mileage and gas logs; cleans van.
- Prepares various statistical reports; performs general clerical duties such as maintaining timesheets and weeding library collection.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of library procedures, methods and techniques; thorough knowledge of and interest in books including reader interest levels; thorough knowledge of materials of interest to various age groups; general knowledge of office procedures and records maintenance techniques; skill in the use of library equipment, materials and resources; ability to communicate ideas effectively in oral and written forms; ability to establish and maintain effective working relationships with associates and library patrons.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited community college with major course work in library science, English or related field and some experience in library work.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, stooping, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

May require possession of an appropriate driver's license valid in the Commonwealth of Virginia.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.