

KERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: LIBRARY ASSISTANT II

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide general and technical assistance to library patrons; provide training and work direction to staff and student assistants as assigned; perform a wide variety of moderately difficult to complex clerical duties in an assigned library function.

DISTINGUISHING CHARACTERISTICS:

The Library Assistant II typically performs a wide variety of moderately difficult to complex clerical duties in an assigned library function and train and provide work direction to staff and student assistants during an assigned shift. The Library Assistant I performs a wide variety of routine clerical duties and provide general assistance to library patrons.

REPRESENTATIVE DUTIES:

Provide general and technical assistance to library patrons; instruct and aid patrons in the use of various library equipment; assist patrons in the use of computer indexes; answer reference and directional questions; respond to patron requests for library materials, services and information. *E*

Assist in coordinating and participating in the operation of the library circulation desk; check out books and other library materials; inspect condition of materials returned; issue library cards; receive and process returned materials; renew materials by phone; direct the activities related to payment of fines. *E*

Schedule, train and provide work direction and guidance to staff and student assistants in circulation desk activities, including checking out library materials, shelving materials and preparing materials for reentry into the library circulation. *E*

Perform a wide variety of clerical duties including preparing routine correspondence, entering information into computer and typing library book cards; answer telephones and direct callers to appropriate personnel; take and relay messages as appropriate. *E*

Compile statistics and data related to library usage; prepare summary reports and lists of operations; maintain records and files. *E*

Assist in the processing of library materials; evaluate and maintain orderliness of shelved materials; pull and route materials in need of mending, binding, repairing or discarding. *E*

Search computer databases; locate items ordered; enter date received; print out records for each item received; match with materials. *E*

Maintain records of periodical subscriptions; check in new periodicals and prepare for display or

introduction to the library collection; route specific periodicals to designated personnel and departments. *E*

Operate a variety of equipment including a copier, microfilm reader, intercom system, television and library security system. *E*

Monitor office supplies; maintain files and verify purchase orders to prevent duplication.

Contact instructors regarding materials on reserve; prepare reserve materials for instructors; maintain file of reserve materials.

Assist with inventory of library book collection and supplies as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern library methods, procedures, tools and technology.

Library classification system and cataloging techniques.

Location of library materials.

Reference sources and supplies.

Operation of a variety of equipment including an intercom system, library security system and a microfilm reader.

Methods of training and providing work direction to others.

Telephone techniques and etiquette.

Operation of standard office equipment including a computer and data entry techniques.

Record-keeping and report preparation techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact patience and courtesy.

Basic math.

ABILITY TO:

Perform technical and clerical library work.

Use and explain library classification system and cataloging techniques.

Perform a variety of moderately difficult to complex clerical duties.

Train and provide work direction to others.

Plan and organize work.

Operate a computer terminal and enter data.

Maintain records and prepare reports.

Operate a variety of equipment including an intercom system, library security system and a microfilm reader.

Answer phones and greet the public courteously.

Complete work with many interruptions.

Make routine math calculations.

Understand and follow oral and written instructions.
Communicate effectively both orally and in writing.
Establish and maintain effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years of increasingly responsible clerical library experience.

WORKING CONDITIONS:

ENVIRONMENT:

Library environment.
Constant interruptions.

PHYSICAL DEMANDS:

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

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| 1. | Seldom = Less than 25 percent | 3. | Often = 51-75 percent |
| 2. | Occasional = 25-50 percent | 4. | Very Frequent = 76 percent and above |
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| <u>4</u> | a. | Ability to work at a desk, conference table or in meetings of various configurations. |
| <u>4</u> | b. | Ability to stand for extended periods of time. |
| <u>4</u> | c. | Ability to sit for extended periods of time. |
| <u>4</u> | d. | Ability to see for purposes of reading printed matter. |
| <u>4</u> | e. | Ability to hear and understand speech at normal levels. |
| <u>4</u> | f. | Ability to communicate so others will be able to clearly understand a normal conversation. |
| <u>2</u> | g. | Ability to bend and twist. |
| <u>2</u> | h. | Ability to lift <u>10</u> lbs. |
| <u>2</u> | i. | Ability to carry <u>10</u> lbs. |
| <u>3</u> | j. | Ability to operate office equipment. |
| <u>2</u> | k. | Ability to reach in all directions. |

This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.