

Library Assistants

Job Code	Job Title	Pay Grade
1998E1	Library Assistant I	16
1999E1	Library Assistant II	18
2000E1	Library Assistant III	20

CONCEPT:

Performs support functions related to library activities for an agency. This primarily involves basic reference, research and cataloging services, processing of loan requests and filing or shelving of books and other library materials. Some positions may be assigned overall responsibility for providing library services in a state institution, school or other facility.

TASKS:

- Performs reference and research services for users, including Internet and database searching.
- Processes books and other materials to prepare them for circulation by laminating jackets assuring proper identification markings, having checkout cards in place and so forth.
- Guides patrons in finding and using library resources, including reference materials, audiovisual equipment, computers, and electronic resources
- Assists clients with on-line retrieval of information.
- Performs cataloging of library materials.
- Processes interlibrary loan requests.
- Shelves and files library materials.

LEVELS OF WORK

- Class Group consists of three classes.

Library Assistant I: This is specialized, technical and/or archival library work. The employee assists with performing a limited scope of library tasks in such areas as circulation, cataloging, acquisitions, serials, inter-library loans, bindery, preservation, storage or a related area.

Minimum Requirements: One year of experience in library work or administrative support work. Education may be substituted for experience as determined relevant by the agency.

Library Assistant II: At this level, the employee is assisting in performing a full-range of library tasks in such areas as collection development, arrangement, preservation and storage. Work may also involve overseeing a library function such as circulation or reserve, or performing various cataloging activities.

Minimum Requirements: Two years of experience in library work. Education may be substituted for experience as determined relevant by the agency.

Library Assistant III: This level is more advanced and specialized in doing archival library work. Performs complex library activities such as providing advanced technical information to patrons, performing some original cataloging activities, conducting the more difficult bibliographic searches, monitoring assigned library expenditures, conducting tours and overseeing arrangement, preservation and storage of library collections.

Minimum Requirements: Three years of experience in library work. Education may be substituted for experience as determined relevant by the agency.