

**JOB TITLE:** LIBRARY ASSISTANT/PARAPROFESSIONAL

**CLASSIFICATION:** Paraprofessional/Full-Time Regular

**NATURE OF WORK:** The Library Assistant/Paraprofessional performs semi-professional library work and has, in addition to regular library duties, responsible charge of a subsection of the Headquarters Library.

**EXAMPLES OF WORK PERFORMED:** (Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in a position of this class.) The Library Assistant/Paraprofessional does reference and reader's advisory work for the entire library system; performs book distribution to branches and to sub-collections within the library system; instructs patrons on use of OPAC; assists patrons in selecting and retrieving library materials; prepares patron requests to be sought through interlibrary loan; assists patrons with use of equipment; makes recommendations for the purchase of books or the addition of donations; selects types of materials for patrons when requested; inspects shelving for proper location of materials; issues library patron cards; keeps records of incoming magazines and newspapers; maintains magazine holdings and assists with compiling list of holdings; checks books out/in; assists with library programs; takes in money for copies, lost books, etc. and maintains appropriate records of such transactions; substitutes at branch libraries when necessary; participates in community and group activities to encourage use of library resources; and other duties as required. In addition, each Library Assistant/Paraprofessional may have responsibility for one or more of the following sub-sections: Circulation Manager, Interlibrary Loan/Genealogy, Outreach, and Technical Services. The Library Assistant/Paraprofessional may also supervise the work of a department or of the Library Aide and Library Page positions.

**SUPERVISION:** Most work performed is done without direct supervision. Library Assistant's work is supervised by the Assistant Director for Business Management and takes the form of occasional review of his/her work for accuracy and output.

**EDUCATION AND EXPERIENCE:** At least 60 hours of college coursework or equivalent (two years) experience working in libraries or related field is required. College degree and previous library experience are preferred.

**DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Effective communications skills, both oral and written; ability to take initiative for projects and programs under general guidance and supervision; ability to maintain accuracy and effectiveness when performing repetitive tasks; ability to work well with the public and other staff members; general computer knowledge; knowledge of reader-interest levels and of book titles and authors.

**MOBILITY AND PHYSICAL REQUIREMENTS:** Must be able to bend, reach and lift up to 30 lbs. Must have a valid driver's license and be able to attend outside meetings. Must be able to occasionally travel overnight for conferences. Must be able to see and work with documents of various types.

**NOTE:** This job description is not intended to be all-inclusive. Employee may perform other related duties as required to meet the ongoing needs of the organization.