



CIVIL DIVISION
CLASS SPECIFICATION

LIBRARY ASSISTANT

DATE ADOPTED: 12/09/02

LAST REVISION: 08/30/23

Page 1 of 2

DISTINGUISHING FEATURES OF THE CLASS:

This work involves responsibility for the performance of paraprofessional librarian or specialized non-librarian duties. Initially, these duties are performed under direct day-to-day supervision of professional librarians or higher-level library staff but ultimately with latitude to operate independently within the prescribed responsibilities.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed, which could reasonably be expected to be performed by an employee in this title.

1. Assists Librarian or higher-level library staff in providing reference service, and directional assistance to commonly used materials;
2. Performs a triage function, funneling reference questions requiring interpretation to the Librarian or higher-level library staff;
3. Assists librarian in cataloging, collection development, interlibrary loan, or indexing by application of principles as directed by a Librarian or higher-level library staff;
4. Creates public relations materials such as press releases or newsletters;
5. Prepares research and completes forms relative to grant proposals;
6. Performs system operation, maintenance, and back up for PC or on-line computer systems;
7. Develops, prepares, promotes and implements library programs, special events and displays and assists presenters as needed;
8. Conducts tours, book talks, multi-media programs, and program scheduling;
9. May be required to compile statistics and provide program summary and evaluation reports;
10. Maintains and operates audio-visual equipment;
11. Conducts story hours and other children's programming;
12. May be responsible for maintaining social media accounts, monthly newsletter, and public information calendar up to date.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Aptitude for library work;

Some understanding of basic aims and services of libraries;

Ability to attain proficiency in one or more library service areas;

Ability to learn basic computer system procedures, e.g. start-up, desktop publishing, PC set-up; resourcefulness; good judgment; orderliness; accuracy; tact; adaptability; ability to get along well with others;

Ability to make decisions and direct the work of others;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.



**CIVIL DIVISION
CLASS SPECIFICATION**

LIBRARY ASSISTANT

DATE ADOPTED: 12/09/02

LAST REVISION: 08/30/23

Page 2 of 2

MINIMUM QUALIFICATIONS:

- EITHER: (A) Bachelor's degree;
- OR: (B) Associate's degree and two (2) years of paid work experience in the provision of non-clerical library activities which do not require the possession of a Master's degree in library science (i.e., the conduct of a specific library program including video or craft programs; the selection and processing of literature; or the preparation of library artwork and decoration);
- OR: (C) Graduation from high school or possession of a high school equivalency diploma and four (4) years of paid work experience in the provision of non-clerical library activities which do not require the possession of a Master's degree in library science (i.e., the conduct of a specific library program including video or craft programs; the selection and processing of literature; or the preparation of library artwork and decoration);
- OR: (D) An equivalent combination of education, training and experience between the limits of (A) and (C) above.

NOTE: Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

CIVIL DIVISION USE ONLY:

JURISDICTIONAL CLASSIFICATION: Varies with agency

REVISION HISTORY: 11/01/13 04/27/17 08/30/23