



Sequoia Union High School District

Job Description

JOB TITLE:	Library Assistant I/II
REPORTS TO:	Vice Principal
CLASSIFICATION:	Classified
SALARY SCHEDULE:	10.0 -I & 11.0- II
WORK - YEAR / HOURS:	11 months / 7.5 hours
LOCATION:	Various
BOARD APPROVAL:	11/5/97

DEFINITION

Library Assistant I is the entry-level class in the series. Under close supervision, incumbents learn and perform a limited number of duties of increasing complexity. This class is alternately staffed with Library Assistant II, and incumbents normally advance to the higher level after gaining sufficient experience and proficiency to meet the requirements of the Library Assistant II. Specific assignments may be permanently allocated to the Library Assistant I level, based on the routine nature of the work, and the absence of a requirement for more difficult processing tasks.

Library Assistant II is the fully qualified journey-level class in the series. Under general supervision, incumbents perform the full range of duties related to the receipt, circulation and storage of books, textbooks and resources, and the provision of assistance and guidance to library users. Incumbents work independently within the framework of established policies and procedures, and may provide lead direction to lower-level employees and student helpers.

EXAMPLES OF DUTIES

- Supports the daily operations and activities of a school library; provides information and assistance regarding books and resources available, library procedures, and use of library facilities; retrieves/locates materials or directs users to appropriate areas;
- Orders, processes and stores or distributes incoming books, textbooks, periodicals, pamphlets, magazines, and other reference materials;
- Checks library materials in and out; inspects for damage and takes appropriate action; performs basic mending and repair;
- Provides notification and follow-up on overdue books and materials; collects fines for lost or damaged books;

- Establishes and maintains a variety of manual and computerized records relating to book inventory, location, and usage, textbook receipt and issuance, student records, and other library files; generates and distributes bills, notices, and lists;
- Trains, directs and monitors student and volunteer assistants in proper library methods and procedures;
- Supervises student use of library to maintain an effective learning environment; reports problems or disciplinary situations as appropriate;
- Shelves books and maintains neatness and orderliness of library;
- Operates a variety of office equipment and performs filing, typing, and related clerical tasks in support of assigned functions.

QUALIFICATIONS

NOTE: The required level and scope of the following knowledge and skills related to the level of the position as defined in the distinguishing characteristics.

Knowledge of:

- Basic purpose, organization, operations and practices of a school library.
- General types and uses of standard reference materials.
- General clerical office practices and procedures, including operation of common office equipment and computer hardware and software.

Skill in:

- Interacting effectively with staff, the public, and a diverse student population.
- Establishing and maintaining accurate records and files and performing clerical work with speed and accuracy.
- Using sound judgment within the framework of policies, procedures and guidelines.
- Organizing and prioritizing a large volume of work.
- Operating standard office equipment including computers.
- Establishing and maintaining effective working relationships with those contacted in the course of work.
- Reading and writing at a level sufficient for successful performance of required duties.
- Interpreting and applying relevant laws, rules, policies and other guidelines associated with assigned functional area(s).

A typical way of acquiring the required knowledge, skills and abilities might be:

Level I:

Equivalent to graduation from high school and one year of general clerical experience.

Level II:

Equivalent to graduation from high school and two years of clerical experience, one year of which included experience at a level comparable to Library Assistant I.

PHYSICAL REQUIREMENTS

The physical abilities required of this classification may include the following:

- Vision which can be corrected to a level sufficient to successfully read hand-written, typed and computer-generated information and data, as well as computer terminal displays.
- Hearing and speech ability sufficient to enable communication by telephone and in person.
- Manual dexterity sufficient to use standard office equipment and supplies and to manipulate both single sheets of paper and large books, manuals, etc.
- Physical ability to ambulate within the library environment.
- Physical ability to climb ladders, reach, bend, stoop, and grasp in order to shelve and retrieve books and materials.
- Physical ability to lift and carry books and to push book carts.