

**LIBRARY ASSISTANT II – REFERENCE DEPARTMENT  
MAIN LIBRARY  
PART-TIME, Temporary 19 hours per week**

An employee in this class performs specialized paraprofessional work requiring the application of current library techniques and appropriate technology. He/she demonstrates an enthusiastic, self-reliant and self-starting approach to job responsibilities and exercises good judgment in interpreting and applying library policies and regulations. Maintains accountability and a high level of courtesy and tact when dealing with the public. Assigned duties will vary according to the specific needs of the library and division of workload.

The ideal candidate will be able to work flexible shifts that includes regular day time and weekend availability. This is a temporary position that will expire June 30, 2019.

**Examples of (but not limited to) Duties Performed /Reference**

- \*Assesses patron information needs, provides appropriate resources and assists patrons in locating library materials and electronic resources.
- \*Assists in programs and activities sponsored by the Library.
- \*Experience in merchandising and staging materials for high impact results.
- \*Assists in shelving books and reading shelves.
- \*Sorts and distributes incoming mail and maintains inventory of periodicals.
- \*Receives incoming telephone calls, responding to inquiries.
- \*Provides moderate personal instruction, assistance and troubleshooting for computers and other equipment.
- \*Provides basic reference instruction and assistance.
- \*Provides basic assistance with local history and genealogical research.
- \*Performs related duties as assigned.

**Knowledge, Skills & Abilities**

- \*General knowledge of the principles and practices of library science including experience and above average familiarity with computer technologies.
- \*Ability to follow a new or established procedure and to perform work requiring accuracy and detail.
- \*Ability to produce and maintain records and reports.
- \*Ability to explain and use library tools and resources.
- \*Ability to establish and maintain effective working relationships with library personnel and library patrons.
- \*Must be adaptable to performing appropriately when confronted with persons acting under stress.
- \*Must be able to work the assigned schedule which includes evenings and weekends.
- \*Customer service experience
- \*Ability to work and travel from one branch to another and out of county for occasional workshops.

## **Physical Requirements**

Sufficient strength, agility, visual acuity and verbal capability to perform the core requirements of the position which can require operating a variety of machinery and equipment and the ability to exert up to 50 pounds of force to lift and/or move objects.

## **Minimum Education and Training**

Associate degree or two years of college-level coursework in an applicable field with some experience in library work preferred; or an equivalent combination of training and experience which provides the required skills, knowledge and abilities. Four year degree preferred.