

Class Title: Library Assistant
Department: Library

Class Code: 4408
Eff. Date: 01/01/2018
Grade: 13

GENERAL PURPOSE

Under general supervision from a Library Administrator, performs basic paraprofessional library duties.

EXAMPLE OF DUTIES

Provides basic assistance and guidance to library patrons by responding to reference questions; locates information sources; provides guidance regarding specific books and authors; researches reference questions using the library's electronic information services.

Assists at the circulation desk when necessary; assists staff in resolving situations with patrons.

Instructs patrons in the use of the library, the public access catalog, and other electronic resources.

Under the guidance of reference staff, performs routine collection development and maintenance tasks.

May perform specialized duties related to children's services by assisting designated staff.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

High school graduation (or equivalent) plus one (1) year of full time experience in a public library environment. An acceptable combination of education and experience may be considered.

Preference given for work experience in a city or county library system.

2. Special Qualifications:

Must pass a criminal history background investigation.

Specialized knowledge and/or experience in a specific area may be required by the specific opening.

Must furnish personal transportation for occasional on-the-job travel.

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents). Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

3. Necessary Knowledge, Skills, and Abilities:

Working knowledge of: library reference sources, the Dewey Decimal system, and computers.

Skill in: using all applicable computer hardware and software applications.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: work day and evening shifts, and rotating Saturdays; follow written and oral instructions; interact and communicate effectively (verbally and in writing) with patrons and other employees; establish and maintain effective working relationships with supervisors, employees, other agencies, and the general public.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.***