CLASS SPECIFICATION

Class Title: Library Substitute
Department: Library

Class Code: 4405
Grade: 13
Eff. Date: 11/09/2026

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; 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, may perform routine collection development and maintenance tasks.

Performs related, short-term duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

High school graduation (or equivalent) plus one (1) year of full-time experience in customer service. 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.

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, 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).

3. Necessary Knowledge, Skills, and Abilities:

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 ensure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: 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.

WORKING CONDITIONS

Work day and evening shifts, and rotating Saturdays.

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.***