

June 6, 2018



City of Larkspur

LIBRARY ASSISTANT

DEFINITION

Under the direction of the Library Director, the Library Assistant provides customer service support at the Larkspur Library, a member of the MARINet Consortium.

DISTINGUISHING CHARACTERISTICS

The Library Assistant is an entry-level position in library services. Responsibilities include both patron support and administrative support services.

SUPERVISION RECEIVED AND EXERCISED

The Library Assistant reports to the Library Director and also receives guidance from other staff members. There are no direct reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(Include but are not limited to the following:)*

- Greet customers and provide customer service to library patrons at circulation desk.
- Check materials in and out using automated circulation software.
- Process new patron applications.
- Answer standard questions regarding library services and operational policies over the phone and in person.
- Assist customers with user devices and public access terminals as time allows.
- Collect fines and records in library system.
- Open and close the library.
- Clear book drop(s) and hold shelf(s).
- Set up newspapers; purchase missing copies of newspapers.
- Resolve customer issues and refers problems to appropriate staff member as needed.
- Process patron requests using automated circulation software.
- Clear and sort external deliveries and process new materials.
- Prepare and sort the Tampalpias weekly delivery.
- Setup and take down for library programs and events.
- Repair damaged library materials.
- Read shelves to maintain order; assist with shelving, weeding, and boxing weeded materials as needed.
- Participate in collection maintenance tasks as needed.
- May visit the post office as needed.

- Create signage for library and library events.
- May perform other job-related duties as directed.

REQUIREMENTS

Knowledge of

- Knowledge of customer service techniques and practices.
- Knowledge of standard office practices and procedures, including records management and the operations of standard office equipment.
- Knowledge of basic library operations and collection access principles.
- Knowledge of basic computer systems, public access terminals, and library collection management systems.
- Knowledge of service needs and issues and general culture of Larkspur community.

Skill and Ability in

- Ability to learn and apply library policies and procedures, programs and services, and systems such as Dewey Decimal system
- Ability to learn and remember standard MARINet policies and procedures
- Ability to use library equipment, i.e., disk repair machine
- Ability to establish and maintain cooperative working relationships
- Ability to use standard telephone etiquette
- Ability to understand and apply policies and procedures, and adhere to program standards and objectives
- Ability to adjust to changes in workload and assignments
- Ability to understand and follow specific instructions and procedures
- Ability to make accurate arithmetic calculations
- Ability to communicate effectively, both orally and in writing
- Skill in the use of personal computers and software applications, including accurate data entry and records maintenance, and the ability to learn and utilize new technology

EDUCATION AND/OR EXPERIENCE

Sufficient experience and education related to customer service to demonstrate the knowledge and skills listed and to perform the essential duties is required. A typical way of obtaining the required qualifications is:

Possession of a High School Degree, AND one-year experience in customer service. Experience in a library setting which included the use of automated systems is preferred.

PHYSICAL WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position requires prolonged sitting, standing, walking, kneeling, squatting and stooping in the performance of daily activities. The employee will occasionally be required to climb or balance or crawl. While performing the duties of this job, the employee is regularly exposed to video display terminals. The position also requires repetitive hand movement and fine coordination in data entry and preparing

reports using a computer keyboard. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Acute hearing is required when providing phone and personal service. The noise level in the work environment is occasionally loud. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move or push up to 40 pounds. The employee may be exposed to dust and infectious organisms.

OTHER:

FLSA Status: Non-exempt

Bargaining Unit: Larkspur Miscellaneous Employees Association

Approved by: City Manager Dan Schwarz

Date: November 13, 2012

Revised: June 6, 2018