

JOB DESCRIPTION
ASSISTANT II
Updated 8/2010

Typical Responsibilities of Position

Under immediate supervision, performs clerical and other library work as required.

Duties/Examples of Work

1. Organizes and conducts library services, such as circulation, interlibrary loan, and technical services.
2. Assists patrons with ready-reference questions and readers advisory, bibliographic instructions and database searching.
3. Assists patrons with mechanical operations of library equipment.
4. Does keyboarding and filing.
5. Processes, withdraws, repairs, or reconditions library materials.
6. Shelves library materials and reads shelves.
7. Sorts and routes mail.
8. Assists with library programs and displays.
9. Does bibliographic checking.
10. Answers directional questions and refers patrons to appropriate personnel.
11. Performs light housekeeping.
12. Performs other related work as required by the Director.

Knowledge and Abilities

1. Ability to effectively present information and respond to questions from patrons.
2. Ability to follow detailed directions.
3. Ability to maintain confidentiality of library patron information.
4. Ability to operate library business machines properly, which may require knowledge of databases and search methods.
5. Ability to understand library policies and procedures and apply them to library operations.
6. Ability to use computer software.
7. Ability to work independently, organize and prioritize work, respond to varied/changing work demands and make decisions as required.
8. Mobility: travel to meetings outside library.
9. Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationship with the public, peers and supervisors.
10. Keyboarding and filing ability.
11. Willingness to maintain skills in above-mentioned areas through active participation in appropriate continuing education activities.
12. Working knowledge of English grammar and spelling.
13. Working knowledge of library methods and procedures.

Physical Demands of Position

1. Ability to work in confined spaces.
2. Bending/twisting and reaching.
3. Far vision at 20 feet or further; near vision at 20 inches or less.
4. Fingering: keyboarding, writing, filing, sorting, shelving and processing.
5. Handling: processing, picking up and shelving books.
6. Lifting and carrying: 50 pounds or less.
7. Pushing and pulling: objects weighing 300-400 pounds on wheels.
8. Sitting, standing, walking, climbing, stooping, kneeling and crouching.
9. Talking and hearing; use of the telephone.

Mental Requirements

1. Ability to apply technical knowledge.
2. Ability to comprehend and follow instructions: effectively follow instructions from supervisor, verbally and in written form.
3. Ability to deal with abstract and concrete variables.
4. Ability to interpret technical regulations and instructions.
5. Communication Skills: effectively communicate ideas and information both in written and verbal form.
6. Mathematical Ability: calculate basic arithmetic problems (addition, subtraction, multiplication and division) without the aid of a calculator.
7. Reading Ability: effectively read and understand information contained in memoranda, reports and bulletins, etc.
8. Time Management: set priorities in order to meet assignment deadlines.

Environmental/Working Conditions

1. Flexible work hours; frequent evening and weekend hours.
2. Mostly inside work environment.

Equipment Used

Audiovisual equipment, book truck, calculator, computers, copy machine, fax machine, library automation system, DVD cleaner, video cleaner, paper cutter, microfilm/fiche reader/printer, telephone.

Education and Experience

1. High school diploma or equivalent, as demonstrated by prior work experience or documented accomplishments.
2. Keyboarding, computer and general office experience.
3. Some previous library experience.