

**Palos Verdes Library District
Library Assistant I
Part-Time Library Page Shelver
Job Description**

Last Reviewed: May 2023

Salary Range: 18

PURPOSE

The Library Assistant Series performs a range of paraprofessional tasks related to the circulation of library materials to the public and direct service to library patrons at any of the District's locations.

This is the entry-level class in the Library Assistant series and primarily performs duties and activities related to library materials processing, sorting, shelving, and retrieving. Assignments are generally limited in scope and within the design and procedural framework established by higher-level employees. Duties may include responding to patron inquiries; providing basic readers' advisory and reference services; providing routine to complex staff support; or supervising volunteers.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only) *Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

Essential duties include, but are not limited to, the following:

- Provide a high level of customer service and assistance to patrons by answering basic questions about library operations and the location of materials and refer patrons to appropriate library staff and departments.
- Assist patrons with the operation of copy machines and provide basic technology and computer help including issuing refunds and performing minor or routine maintenance.
- Collect, sort, and shelve all library materials using different filing systems; maintain placement of materials, cleanliness and orderliness of shelves, and shift library material by relocating items as required.
- Retrieve library materials from interior and exterior books drops, lifts and transports boxes of books and materials.
- Search for and process new books & materials, hold requests, claim returns, transit, missing or lost materials utilizing reports.
- Spot-check books and materials for needed repair and identify worn or damaged items for withdrawal or replacement.
- Perform daily opening and closing procedures by collecting, counting and sorting loose books and materials, and clearing the library of patrons at closing.
- Manage the workflow of the sorting room by ensuring that materials are reshelved efficiently according to department priority.
- Ensure the circulation and shelving areas are safe, attractive, and maintained in good working order.
- May provide direction, training, and work review for volunteers.
- Operate computer software: integrated library system, email, Microsoft Office.
- Required to work at any PVL D branch when assigned, including working split shifts at different branches.
- Participate in District wide training for new equipment, technology and service.

- May participate in the District's Passport Services and either provide assistance to or act as a Passport Acceptance Agent.
- Perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Techniques for providing a high level of customer service to the public, volunteers, vendors, contractors, and District staff, in person, and over the telephone.
- Alphabetic and numeric systems for classifying and organizing library materials.
- Standard library practices and procedures including circulation.
- Applications of automated library circulation systems.
- Basic record keeping principles and procedures.
- Basic principles and practices of data collection and report preparation.
- Basic arithmetic principles and cash handling.
- Basic principles of supervision and training.
- Modern office practices, methods and computer equipment.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Principles, practices, and techniques of effectively dealing with the public and public relations.

Ability to:

- Accurately sort and organize library materials using alphabetical or numerical classification systems.
- Retrieve, shelve, and relocate library materials.
- Respond to requests and inquiries from the general public.
- Use English effectively to communicate orally and in writing.
- Understand and carry out oral and written instructions.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Prepare and maintain accurate and complete records.
- Access, retrieve, enter, and update information using a computer terminal.
- Organize own work and set priorities within procedural guidelines, work with speed and accuracy.
- Operate modern office equipment, including computer equipment and copy machines.
- Establish and maintain effective working relationships with those contacted in the course of the workday. Respond well to change and be flexible in performing assigned tasks.

Education and/or Experience

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of tenth (10th) grade and some experience, paid or unpaid, in a library setting is desirable. Previous computer experience is desirable. Must be sixteen (16) years of age or older. Applicants under the age of eighteen (18) who are required to attend school must provide a valid California Work Permit prior to appointment.

Physical Demands

Must be able to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This classification requires continuous movement between work areas and prolonged standing. Must possess the ability to retrieve, process, and store library materials as well as enter and retrieve data using a computer. Positions in this classification frequently bend, stoop, kneel, and reach, as well as push and pull

heavy book carts of up to 100 pounds to retrieve and store materials. Positions in this classification frequently lift and carry library materials that typically weigh less than 50 pounds.

Environmental Elements

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Occasionally, incumbents may have to visit other branch libraries or perform job duties outdoors and may be exposed to inclement weather conditions and hot and cold temperatures. Employees may interact with upset staff and/or patrons in interpreting and enforcing departmental policies and procedures.

Working Conditions

Required to work flexible schedules, including evenings, weekends, and holidays.