

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

Last Reviewed: September 2016

Salary Range: 8

## **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 customers 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 customer inquiries; providing basic readers' advisory and reference services; assisting with the development and maintenance of library collections; organizing and presenting library programs; providing routine to complex staff support; or supervising volunteers, lower-level staff, or security guards.

**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:**

- Provides a high level of customer service.
- Provides assistance to patrons by answering basic questions about library operations and the location of materials and refers customers to appropriate library staff and departments.
- Assists customers with the operation of copiers and fax machines including issuing refunds and performing minor and routine maintenance on copy machines when necessary.
- Operates computer software: integrated library system, email, Microsoft Office.
- Sorts and shelves all library materials using different filing systems.
- Checks shelves and corrects placement of books (shelf reading) and makes necessary corrections; maintains cleanliness and orderliness of shelves; shifts library material by relocating items as required.
- Collects, sorts, and shelves any materials used in the library.
- Retrieves library materials from interior and exterior books drops, including branch deliveries.
- Relocates library materials as required.
- Processes hold requests.
- Keeps library premises clean and in good order, clears the library of customers at closing, collects loose books and materials, performs item counting and sorting.
- Searches shelves for lost or missing materials. Searches for library materials utilizing missing, claims returned, or in-transit reports.
- Lifts and transports boxes of books and materials.
- Spot-checks books and materials for needed repair and identifies worn or damaged items for withdraw or replacement.
- Manages the workflow of the sorting room by ensuring that materials are reshelved efficiently according to department priority.
- Ensures the circulation and shelving areas are safe, attractive, and maintained in good working order.
- Performs daily opening and closing procedures.
- Provides lead direction, training, and work review for volunteers.
- Processes new and current books, materials, and periodicals.
- Required to work at any PVLDD branch when assigned, including working split shifts at different branches.
- Participates 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 work day. 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 Worker's Permit prior to appointment.

### **Physical Demands**

Must possess mobility 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 walking between work areas and prolonged standing in work areas. Finger, hand, and arm dexterity is needed to retrieve, process, and store library materials, as well as to enter and retrieve data using a computer keyboard, typewriter keyboard, or calculator, and to operate standard office equipment. 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 and may be exposed to inclement weather conditions and hot and cold temperatures. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**Working Conditions**

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