City of Bellingham
Classification Specification

CLASS TITLE	**Library Assistant**
DEPARTMENT	**Library**
UNION:	**1937**
SG:	**102**
CS:	**N**
FLSA:	**Y**
EEO/ SOC CODE:	**AS/ 25-4031**

NATURE OF WORK:

Performs routine support tasks related to checking in, shelving and retrieving library materials or related to mending and repairing damaged materials. Provides routine patron support and assistance with programs.

DISTINGUISHING CHARACTERISTICS:

Positions in this classification perform basic and routine library support tasks under close supervision. They are distinguished from the Clerk and Specialist series, which perform more complex clerical and/or technical duties in public service, program delivery, acquisition, outreach, and cataloging.

SUPERVISORY RELATIONSHIPS:

Reports to assigned Library supervisor. Works under immediate supervision and with the guidance of City and departmental policies and procedures. May receive assignments and daily direction from higher classified staff.

ESSENTIAL FUNCTIONS:

1. Transfers library materials to shelves and organizes materials according to classification system. Maintains accurate order of materials on shelves.

2. Checks in library materials from outside and inside book drops and deliveries from the Whatcom County Library System as well as other offsite depositories; inspects materials for damage; alphabetizes and organizes materials for re-shelving; prepares and sorts newspapers and magazines for public use.

3. Processes library material request forms, retrieving requested materials from the corresponding areas in the Library.

4. Straightens work areas and patron seating areas by picking up materials and debris and arranging chairs.

5. Mends and repairs damaged books.

6. Assists patrons in the routine use of micro format reader and printers, public computers and printing, and express checkout machines.

7. Assists with library programs as assigned, including supply preparation, room set-up, greeting and assisting patrons, noting attendance statistics, assisting in the monitoring of children, and room clean-up.

8. Assists with ensuring patrons adhere to library policies and procedures by monitoring public areas and reporting potential violations to security and information attendants or management staff.

9. Drives Library delivery vehicle to off-site locations as assigned; loads and unloads book trucks and library materials from the vehicle.

ADDITIONAL WORK PERFORMED:

1. Assists Public Service Staff in checking out materials as needed.

2. May search for and process items from system-generated lists, including holds retrieval, expired holds, and missing items.

3. May re-shelve magazines; process and shelve newspapers, reference materials and items for closed stacks.

4. Assists management and staff in familiarizing new employees with routine tasks.

5. May provide basic clerical assistance such as filing, word processing, and producing spreadsheets and graphics; monitoring, ordering, and stocking office supplies.

6. Performs other duties of a similar nature or level.

KNOWLEDGE AND SKILLS:

Knowledge of:
- Knowledge of the Dewey Decimal classification system and basic library practices.
- Knowledge of basic book mending techniques.

Ability to:
- File alphabetically and numerically.
- Follow written and oral instructions.
- Read sufficiently to understand Library policies, procedures and directions.
- Recognize the need for shelving changes.
- Maintain cooperative working relations with fellow employees and the public.
- Use a computer for data entry and retrieval as well as the ability to use other common office programs.
- Use specialized library equipment.
- Use standard office equipment such as photocopier, telephone and calculator.
- Maintain consistent and punctual attendance.

- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the position, including:
  - Reach shelves from six feet high to floor level
  - Lift and carry up to 25 lbs.
  - Stand for up to three hours
  - Push a loaded book cart
  - Correctable visual acuity sufficient to perform required work
  - Fine finger dexterity to manipulate computer keyboard and mouse
  - Hear sufficiently to respond to call bell

WORKING ENVIRONMENT:

Works indoors interacting with co-workers and the general public and using a variety of common office equipment including a computer, telephone, copier, etc. Involves long periods of time standing and walking, with frequent stooping, squatting and pushing heavily loaded book carts.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Ability to read and understand decimals and to arrange items alphabetically and numerically.
- Experience with the organization of materials preferred.

NECESSARY SPECIAL REQUIREMENTS:

- Employment contingent upon passing a criminal convictions check, child and adult abuse records check and local background check.
- Ability and willingness to work various shifts depending on the needs of the Library.
- Some positions may require a valid Washington State driver's license and good driving record. A three-year driving abstract must be submitted prior to hire for those positions.

PREPARED BY: Library Support Class Study Task Force
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