



McKENZIE COUNTY

CLASS SPECIFICATION TITLE: Library Assistant

BAND	GRADE	SUBGRADE	FLSA STATUS
A	1	2	Non-Exempt
CLASS SUMMARY: This class assists the Library Director with the day-to-day operations of the Library; including circulation, reference, material selection and processing, special programming, public computer assistance, and outreach.			

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)		FRE-QUENCY	BAND/ GRADE
1.	Create and maintain a welcoming atmosphere in the library. Answer inquiries and locate books and publications for the general public. Assist with daily Library duties including opening, closing, reader's advisory, directional reference questions, helping people locate needed materials, proctoring University exams, faxing, and copying.	Daily 50%	A1
2.	Uses an integrated book system to circulate books and other materials according to exact standards and policies. Process and sort materials of various types according to specifications and return them to shelves, files, or other designated storage area.	Daily 20%	A1
3.	Register new patrons and issue library cards. Check library materials in and out. Creates, edits, and maintains customer accounts.	Daily 10%	A1
4.	Keep accurate daily statistical records. Provide statistical summaries using graphs, tables, or charts as directed.	Daily 10%	A1
4.	Assisting in maintaining the library in a neat and orderly appearance which may include sanitizing restroom, dusting, and other light janitorial duties.	Daily 10%	A1
5.	Provides substitute bookmobile service.	As Needed	A1
6.	Performs other duties of a similar nature or level.	As Required	N/B

TRAINING AND EXPERIENCE: (positions in this class typically require):

A High School Diploma or equivalent and two (2) years of administrative support or customer service experience; or, any equivalent combination of training and/or experience that provides required knowledge and abilities.

LICENSING REQUIREMENTS: (positions in this class typically require):

- ND Driver's License



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KNOWLEDGE (position requirements at entry):

Knowledge of:

- Able to understand written sentences and paragraphs in work related documents
- Knowledge, interest, and appreciation of literature and other information available at the Library
- Extensive knowledge of computers, computer programs, scanning equipment and various office machines, modern office practices, procedures, equipment, record keeping, and filing systems
- Willingness and desire to learn new and challenging tasks

SKILLS (position requirements at entry):

Skill in:

- Sort books, publications, and other items according to classification code
- Excellent organizational and customer service
- Answer inquiries and locate books and publications for the general public
- Maintain computer databases used to locate library resources
- Answer the phone, organize files, and perform other routine clerical tasks

PHYSICAL REQUIREMENTS:

Positions in this class typically require: reaching, standing, walking, grasping, talking, hearing, seeing, and repetitive motions.

Light Work: Exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Light work involves a combination of bending, stretching, and sitting. Jobs are light if walking and standing are required on a regular basis and all other light criteria are met.

Incumbents may be subject to travel.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.