

**CITY OF CONCORD
CLASS SPECIFICATION**

CLASS TITLE: LIBRARY ASSISTANT I
DEPARTMENT: PUBLIC LIBRARY
REPORTS TO: VARIOUS

JOB CODE: 4020
DATE: 2/08

JOB SUMMARY:

Performs work in the processing of books, periodicals, newspapers, and other materials for public use.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Processes all new books following cataloging, including labeling, taping, and book coverings.

Processes books to be sent to the bindery; prepares accurate information for spine; cuts down covers to fit bound books.

Checks in daily newspapers and displays in racks.

Processes magazines and displays in periodical room.

Withdraws periodicals and adult materials from the library on a regular basis.

Retrieves books for interlibrary loan requests.

Reinforces telephone directories; shelves directories in reference room.

Labels and shelves microfilm.

Sorts and repairs audio-visual materials and books.

Operates computer to remove library holdings from other databases.

Monitors main front door prior to opening.

Sorts and boxes materials for book sales.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Personal Computer and/or Terminal
Microfilm/Microfiche Reader

Adding Machine
Audio-Visual Equipment

Copier
Telephone

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

GED or high school diploma or high school student.

Any combination of education, training and experience which provides the required knowledge, skills and abilities required for the job.

Licenses and Certifications:

None.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Library policies, procedures, terminology, and materials.

General office procedures.

Computer usage and applications.

Basic mathematical computations, such as addition, subtraction, multiplication, and division.

Skill in:

Communicating clearly and effectively, both orally and in writing.

Using a computer to enter and retrieve information.

Understanding and carrying out oral and written instructions.

Sorting and categorizing library books and materials in standard order.

Mental and Physical Abilities to:

See and read written material.

Establish and maintain effective work relationships with library personnel.

While performing the essential functions of this job, the incumbent is regularly required to bend and stoop, to reach with hands and arms, and use hands to finger, handle, or feel objects.

While performing the essential functions of this job, the incumbent is regularly required to climb up and down stairs.

While performing the essential functions of this job, the incumbent is frequently required to lift and/or move objects up to 50 pounds.

While performing the essential functions of this job, the incumbent is occasionally required to move objects up to 100 pounds.

Working Conditions:

The incumbent's working conditions are typically moderately quiet, but can become loud during periods of heavy activity.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.