

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Library Assistant I	Range:	33
Date Revised:	May 31, 2011	Date Approved:	April 8, 2003

PRIMARY PURPOSE

This position is responsible for performing professional library duties in one or more of the following areas: acquisition, cataloging, circulation, distribution and utilization of library resources; and providing assistance to students, faculty, and other patrons regarding library resources.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Assists and provides technical information to faculty, staff and students and other patrons regarding online catalog, location, selection, and utilization of books, periodicals and other library materials.
2.	Charges, discharges, reserves, and renews books and other materials; collects and accounts for fines, overdue charges and other monies.
3.	Processes library cards for faculty, staff, and students to ensure all patrons have access to library materials.
4.	Processes and catalogs new library acquisitions in accordance with established standards and procedures; resolves bibliographic searches.
5.	Processes and maintains library materials and is responsible for monitoring shelving and shelf reading in an assigned area of the library; assists in maintaining the library in a quiet and orderly condition.
6.	Assists in daily operations procedures such as unlocking and locking entrances, handling cash receipts, and book drop clearing.
7.	Participates in the planning and development of library policies, programs and procedures as requested.
8.	Prepares and maintains a variety of detailed statistical records, reports and correspondence and continuously updates the library database for assigned area of responsibility.
9.	Performs general clerical duties related to the maintenance and efficiency of the library; processes various forms, letters and correspondence; answers telephones and directs calls as appropriate; provides routine information.
10.	Trains and provides work direction and guidance to others as directed.
11.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
12.	Performs related duties as assigned.

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OTHER FUNCTIONS

WORKING RELATIONSHIPS

The Library Assistant I maintains frequent contact with students, faculty, and other patrons of the library.

EDUCATION AND EXPERIENCE

Required Qualifications

High School Diploma or GED;
Minimum one (1) year technical and clerical library experience.

Desirable Qualifications

College-level course work in library science/technology;
Experience working in a college or university library.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of library policies, procedures, and practices
Knowledge of Library of Congress classification system
Knowledge of on-line bibliographic databases
Knowledge of cataloging codes and standards
Knowledge of correct English usage, grammar, spelling, punctuation and vocabulary
Knowledge of various computer software applications
Knowledge of modern office practices, procedures and equipment
Ability to perform complex and technical paraprofessional duties in a community college library
Ability to read, interpret, apply and explain rules, regulations, policies and procedures
Ability to work and interact with the public
Ability to operate a variety of office equipment such as calculator, computer, copier, typewriter, etc.
Ability to plan, organize and prioritize work
Ability to meet schedules and time lines
Ability to understand and follow oral and written directions
Ability to communicate effectively, both orally and in writing
Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

None

WORKING CONDITIONS

College library environment; subject to standing, lifting (up to 25 lbs. unassisted), standing, bending, stooping and pushing, repetitive use of upper extremities including hand coordination activities.
