



## CLASS SPECIFICATION

Class Code: 60005014  
Date Established: 09/1979  
Last Reviewed: 06/2021  
Last Revised: 06/2021  
Last Title Change:  
FLSA: non-exempt  
Probation: 6 months

### LIBRARY ASSISTANT II

#### **DEFINITION**

Under general supervision, assists with the daily operation of the library; performs duties relevant to technical services processes; and performs related work as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

One year of full-time paraprofessional library experience; OR an equivalent combination of training and experience. An academic degree in any discipline from an accredited college or university may substitute for half of the required experience.

#### **LICENSE OR CERTIFICATE**

A valid driver's license may be required at the time of appointment.

#### **DISTINGUISHING CHARACTERISTICS**

This is the second paraprofessional level classification in the Library System. This classification is distinguished from Library Assistant I by having greater autonomy and increased responsibilities.

#### **SUPERVISION EXERCISED**

Exercises no supervision.

**EXAMPLES OF DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

May perform any of the Examples of Duties found on the Library Aide and Library Assistant I job class specifications.

Order, receive and authorize payments for library materials; assist with maintaining standing order lists, including applications of computer programs to facilitate the handling of standing order files, copy-catalogs books, documents, periodicals and other media; assist in working with vendors and library staff regarding invoices, credits, funding and problems with shipments; maintain data base information.

Suggest materials for patrons utilizing a variety of online and print resources.

Perform basic end user troubleshooting including printers, software, and basic hardware.

Receive and transmit patron requests for books, media, and information; locate and reserve books and media for circulation.

Locate, read, interpret, apply, and explain library regulations, policies, and procedures.

Maintain specialized collections and assist with library collection maintenance.

File updates in various government and business publications, binders, and manuals in accordance with respective publishing agency.

Assist patrons with the operation of office and computer equipment, including email, Internet, library catalog, databases, word processing and other computer applications.

Decorate or prepare displays; prepare and present library tours, outreach, and programs on a variety of topics for all generations.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

### **Knowledge of:**

Washoe County and Washoe County Library System policies, procedures, methods, and terminology.

American Library Association philosophy, practices, procedures, and techniques.

Technical services operations and procedures.

Multi-generational program development.

Specialized computer programs to facilitate the ordering, receiving, cataloging and management of the collection.

### **Ability to:**

Work independently when required; exercise good judgment and initiative.

Plan, present, coordinate, and assist with directing a library program.

Translate foreign language materials for those positions where bilingual skills are required.

Maintain accurate records and prepare reports.

Provide information by making appropriate use of available resources and exhibiting initiative to satisfy customer needs.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

### **Knowledge of:**

Alpha and numeric filing as applied to sorting and shelving books. Collection maintenance practices.

Integrated Library Systems automated databases, software, and digital resources.

Current computer/mobile technologies and use of the Internet.

Circulation operations and procedures.

Correct English usage, spelling, grammar, and punctuation.

Reading and math comprehension.

### **Ability to:**

Participate in stack and collection maintenance.

Use multiple types of digital technologies, library equipment, and audio/visual equipment.

Communicate effectively, both orally and in writing, with people of diverse backgrounds.

Provide exceptional customer service.

Deal tactfully and politely with the public.

Maintain confidentiality.

Perform routine duties and responsibilities within established timeframes, guidelines, and policies.

Understand and follow oral and written instructions.

Maintain effective, cooperative, and productive working relationships with the public, division staff, and representatives of other departments.

**SPECIAL REQUIREMENTS** *(Essential duties require the following physical skills and work environment.)*

Ability to sit for extended periods. Ability to frequently squat, bend, kneel, stoop, stand and walk. Using approved safety standards, ability to lift, push, pull and move objects weighing up to 50 lbs. Normal manual dexterity and eye-hand coordination. Corrected hearing and vision to normal range. Ability to work under conditions involving exposure to dust and odors. Ability to use audio/visual equipment and office equipment including computers, telephones, calculators, copiers, mobile devices, and FAX machine. Ability to use necessary chemicals. Work is performed in a public service environment with continuous contact with staff and the public.

*This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards.*