Library Assistant I

Job Code 00007097

**General Description**
Responsible for maintaining the order of the books and to help the patrons find what they need.

**Examples of Duties**
Check out/return library materials.
May clear library holds.
Retrieve books from the book drop.
Arrange books in proper order on the carts.
Put returned books on the shelves in proper order.
Pick up and organize books left around the floor.
Shelf reading and putting out of place books where they belong.
Various surveys such as the in-house survey.
Go in between the aisles and straighten the books.
Make room for new or reclassified books by shifting the books that are already there.
Assist patrons in finding what they need.
Help train student workers.
Supervise student workers.
Maintain all ranges on assigned floor.
Obtain headcount readings at assigned times.
Perform monthly safety inspection.
Assist with various inventories.
Perform other duties as assigned.

**Knowledge, Skills, and Abilities**

**Knowledge of:** the Library of Congress system; computers.

**Skill in:** Reading memos, timesheets, e-mail, and call numbers; writing clear instructions, memos, and e-mail; helping patrons; problem solving and decision making; prioritizing workload.

**Ability to:** Understand written job instructions, employer policies, and procedure manuals; perform basic math, to work with student workers and patrons; shelve books in the proper order; read call numbers and book titles; move book trucks loaded with books; detect and relate building problems or safety concerns.
**Educational Experience**
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

**Other Requirements**