

## **Library Assistant**

This position works 32-40 hours.  
1-week vacation, insurance, and KPERS.

This mostly clerical work involving technical support services and customer service in a library.

Work involves responsibility for a variety of procedures, elementary cataloging, maintaining administrative records and files, and complex clerical and typing work. Duties include carrying out library acquisition procedures, entering materials in automated database, resolving problems in procedure, and assistance in file and records maintenance, Head of Interlibrary Loan. This position is also invested with making routine library technical assistance decisions. The work requires that the employee have good knowledge, skill and ability in every phase of library support functions including all apps and computer use we offer.

### **Supervision Received**

Works under the general supervision of the Director.

### **Examples of Duties**

- Performs elementary descriptive cataloging using automated bibliographic database.
- Recommends books to order, verifies book deliveries against invoices and maintains records of book acquisitions.
- Oversees book processing.
- Resolves routine problems in technical procedures.
- Performs a variety of library clerical tasks, as assigned.
- Oversees library clerical staff in acquisitions and processing.
- Performs related work as required.

### **Knowledge, Skills and Abilities**

- Good knowledge of basic library methods, techniques and procedures.
- Good knowledge of standard office and library machines.
- Good knowledge of automated systems as they apply to book processing.
- Some knowledge of reader interest levels.
- Skilled in typing,
- Good ability in oral and written communications.
- Considerable ability to understand and follow written and oral instructions.
- Good ability to maintain library records and carry out library procedures.

- Considerable ability to pay attention to detail.
- Considerable ability to establish and maintain effective working relationships with superiors, associates, and the general public.

Qualifications

A bachelor's degree required. MLS preferred.

OR, an equivalent combination of education and experience substituting on the basis of one year of experience for each year of education.

Special Requirements

None.