

POSITION DESCRIPTION

Class Title: Reference Assistant –Part Time
Department: Library
Division:
Date: March 1, 2018

Job Code Number:
Grade Number:
Union:
Location:

GENERAL PURPOSE

Performs a variety of instructional tasks; assists patrons by answering reference questions and in use of library technology.

SUPERVISION RECEIVED

Works under the general guidance and direction of the Head of Adult Services and Library Director.

SUPERVISION EXERCISED

Occasionally exercises administrative direction over the circulation personnel, including shelvers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist patrons with basic computer needs
- Assist patrons with library catalog and in the use of library technology and resources
- May teach computer classes in a formal classroom setting, on a variety of subjects including computer skills, Microsoft Office, and electronic resources.
- Provide readers' advisory and reference services
- Prepare reports and maintain records when assigned
- Assist at circulation desk when needed
- Performs other work as needed

PERIPHERAL DUTIES

Attend workshops as needed or as available.

MINIMUM QUALIFICATIONS

Education and Experience:

- Graduation from a college or university with a Bachelor's Degree in liberal arts, library science or other related field.

- Experience with computer software and technology
- Proficient in Windows and Microsoft Office
- Internet search skills
- Experience in accomplishing objectives within team setting

Other experience:

- Prior public library or equivalent experience, a plus
- Prior experience using an online catalog and other library databases or electronic resources, a plus
- Presentation/Instruction experience and skills, a plus
- Bilingual (Spanish and English), a plus

Necessary Knowledge, Skills and Abilities:

- Ability to work well with public
- Prior research experience
- Strong automation/computer background
- Good written and oral communication skills
- Flexibility and ability to exercise sound judgment
- Ability to work independently as well as in groups

SPECIAL REQUIREMENTS

Valid State Driver's License or ability to obtain one.

TOOLS AND EQUIPMENT USED

Library Automation System; Desktop Computer and/or Laptop; Online databases; and other standard office equipment (i.e. copy and fax machine).

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, stand, listen and talk, or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment depends on the number of patrons visiting the Library at any given time.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Supervisor

Approval: _____
Appointing Authority

Effective Date:

Revision History: