AUBURN
Human Resources

Library Assistant I

Job Description

JOB INFORMATION

Job Code	LB01A
Job Description Title	Library Assistant I
Pay Grade	LM02
Range Minimum	$30,840
33rd %	$34,430
Range Midpoint	$36,230
67th %	$38,030
Range Maximum	$41,630
Exemption Status	Non-Exempt
Approved Date:	7/28/2021 11:16:00 AM
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JOB FAMILY AND FUNCTION

Job Family:	Libraries, Archives & Museums
Job Function:	Librarian

JOB SUMMARY

Performs a variety of library support tasks associated with maintaining the library collection and with assisting patrons in the use of library resources and equipment.

RESPONSIBILITIES

- Processes materials according to classification, circulation, and maintenance procedures.
- Prepares and expedites orders for library material; checks for accuracy upon receipt.
- Prepares new material for circulation.
- Assists patrons in use of systems and answers inquires regarding library resources and policies.
- Provides library users with information and assistance in retrieving materials.
- Performs a variety of library and office support tasks.
- Assembles and prepares a variety of information and data for reports, studies and other purposes.
- May deliver or retrieve materials from other departmental offices and libraries.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
High School Diploma or GED	High School Diploma or equivalent	and	0 years of	Experience in managing and processing data or materials, or customer/public service experience	

Substitutions Allowed for Experience	Yes
Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Possesses limited knowledge of office procedures and library materials and use.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching				X		
Talking				X		
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:
Ability to see information in print and/or electronically.