

<b>NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION</b>
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Job Title:	Library Assistant I	Range:	33
Date Revised:	May 31, 2011	Date Approved:	April 8, 2003

**PRIMARY PURPOSE**

This position is responsible for performing professional library duties in one or more of the following areas: acquisition, cataloging, circulation, distribution and utilization of library resources; and providing assistance to students, faculty, and other patrons regarding library resources.

**ESSENTIAL FUNCTIONS**

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Assists and provides technical information to faculty, staff and students and other patrons regarding online catalog, location, selection, and utilization of books, periodicals and other library materials.
2.	Charges, discharges, reserves, and renews books and other materials; collects and accounts for fines, overdue charges and other monies.
3.	Processes library cards for faculty, staff, and students to ensure all patrons have access to library materials.
4.	Processes and catalogs new library acquisitions in accordance with established standards and procedures; resolves bibliographic searches.
5.	Processes and maintains library materials and is responsible for monitoring shelving and shelf reading in an assigned area of the library; assists in maintaining the library in a quiet and orderly condition.
6.	Assists in daily operations procedures such as unlocking and locking entrances, handling cash receipts, and book drop clearing.
7.	Participates in the planning and development of library policies, programs and procedures as requested.
8.	Prepares and maintains a variety of detailed statistical records, reports and correspondence and continuously updates the library database for assigned area of responsibility.
9.	Performs general clerical duties related to the maintenance and efficiency of the library; processes various forms, letters and correspondence; answers telephones and directs calls as appropriate; provides routine information.
10.	Trains and provides work direction and guidance to others as directed.
11.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
12.	Performs related duties as assigned.

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**OTHER FUNCTIONS**

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**WORKING RELATIONSHIPS**

The Library Assistant I maintains frequent contact with students, faculty, and other patrons of the library.

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**EDUCATION AND EXPERIENCE**

**Required Qualifications**

High School Diploma or equivalent;  
Minimum one (1) year technical and clerical library experience.

**Desirable Qualifications**

College-level course work in library science/technology;  
Experience working in a college or university library.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of library policies, procedures, and practices  
Knowledge of Library of Congress classification system  
Knowledge of on-line bibliographic databases  
Knowledge of cataloging codes and standards  
Knowledge of correct English usage, grammar, spelling, punctuation and vocabulary  
Knowledge of various computer software applications  
Knowledge of modern office practices, procedures and equipment  
Ability to perform complex and technical paraprofessional duties in a community college library  
Ability to read, interpret, apply and explain rules, regulations, policies and procedures  
Ability to work and interact with the public  
Ability to operate a variety of office equipment such as calculator, computer, copier, typewriter, etc.  
Ability to plan, organize and prioritize work  
Ability to meet schedules and time lines  
Ability to understand and follow oral and written directions  
Ability to communicate effectively, both orally and in writing  
Ability to establish and maintain effective working relationships with others

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**SPECIAL REQUIREMENTS**

None

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**WORKING CONDITIONS**

College library environment; subject to standing, lifting (up to 25 lbs. unassisted), standing, bending, stooping and pushing, repetitive use of upper extremities including hand coordination activities.

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