

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
LIBRARY ASSISTANT

DEFINITION:

Under immediate supervision, to perform a variety of paraprofessional duties in a branch library or a section of the central library; to assist librarians in technical library functions in a staff development capacity; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Assists patrons in using library facilities and locating desired materials;
- Answers the more routine reference questions by checking indexes, directories, computerized sources, the Internet, lists, guides, and other information sources;
- Searches for library materials;
- Maintains secondary collections such as pamphlet, picture, map, and other special files by assigning subject headings, reviewing information and discarding out-of-date materials;
- Maintains folders and records on events of a cultural or public service nature;
- Conducts tours of library facilities and instructs the public on library use;
- Explains library policies and rules, arranges and maintains book displays, bulletin boards, and other exhibits;
- Performs clerical functions as needed;
- Checks incoming books, periodicals, and other materials and prepares them for circulation;
- Checks shelves for proper placement of books and removes those in need of repair;
- Performs minor and routine book mending;
- Takes inventory of book collections;
- May supervise the work of clerical employees.

In a staff development capacity:

- Suggests books for reading to users;
- Recommends books for acquisition;
- Recommends library materials to be discarded;
- Reviews gift books and makes recommendations on their disposition;
- Assists in preparing reading lists;
- Assists with preparation of grant requests;
- Develops special programs and fund raisers;
- Makes presentations on Library Services to schools and community groups;
- Assists with development and tracking branch or section budgets.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Successful completion of 60 semester or 90 quarter college units; **OR** successful completion of a community college certificate in Library Technology; **OR** two years of subprofessional library experience which includes assisting patrons to locate information, books and articles by using basic reference materials, indexes, and catalog guides, and answering questions regarding the use and services of the library.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.