



City of Casa Grande

Senior Library Assistant

GENERAL PURPOSE: Under general supervision, provides a variety of technical services for the library; promotes the library and its services to meet the needs of the community.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Receives and catalogues books and other media and materials to national standards, using Machine Readable Cataloging (MARC) software and AACR2 Cataloging Rules to enter information into computer system.
- Inspects cataloging functions; researches, identifies and resolves problems with cataloged records and processed materials.
- Prepares library materials for circulation, including labels, stamping and jacketing books.
- Receives new books and other materials; verifies invoices and processes them for payment.
- Withdraws lost and damaged items from inventory and corrects file records; mends books as required.
- Monitors library supplies, prepares orders for supplies and materials as required.
- Assists patrons, processes book requests, researches databases to determine availability of items, checks books and materials in and out, and creates new patron records.
- Provides information and interpretation concerning library services, policies and procedures.
- Provides reference service, answers phone, and helps patrons locate research materials.
- Maintains records, archives and files; gathers and compiles data for ongoing library records
- Performs other duties as assigned or required.

SUPERVISION EXERCISED: None.

JOB DESCRIPTION
SeniorLibraryAssistant.doc

MINIMUM QUALIFICATIONS:

Education and Experience:

High School diploma or GED equivalent, and one (1) year of Library Assistant experience.

Necessary Knowledge, Skills and Abilities:

- Knowledge of City policies and procedures.
- Knowledge of the library cataloging methods and techniques.
- Knowledge of the AACR2 and MARC Cataloging Rules.
- Knowledge of library methods, practices and terminology.
- Knowledge of the principles of record keeping and records management.

- Skill in using the library computer systems and catalogs.
- Skill in providing effective customer service with tact and courtesy.
- Skill in establishing and maintaining cooperative working relationships with employees and the general public.
- Skill in operating a personal computer utilizing a variety of business software.
- Skill in following and effectively communicating verbal and written instructions.

Special Requirements: None.

Physical Demands / Work Environment: Work is performed in a Public Library

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