

## **Berkshire Athenaeum**

**CLASSIFICATION TITLE:** Library Assistant II

**JOB TITLE:** Youth Services Assistant (part-time)

**GRADE LEVEL:** 4 (part-time)

**GENERAL STATEMENT OF DUTIES:** The positions classified in this grade are at the highest part-time clerical level classification and perform higher-level routine library functions of moderate complexity. Positions assist supervisors in meeting library and departmental goals by performing certain specific functions, typically public desk coverage, but also including clerical work for the supervisor.

**SUPERVISION RECEIVED:** Library Assistant II's work under the general supervision of a Senior Supervisor, Supervisor/Specialist I, and/or a Senior Technician.

**SUPERVISION EXERCISED:** A Library Assistant II, in the absence of a supervisor, may be responsible for the supervision of Library Assistant I and/or Shelver positions in the same department.

### **DUTIES AND RESPONSIBILITIES:**

- Performs specific tasks assigned by the supervisor, typically one time rather than ongoing projects.
- Provides public desk coverage as applicable, including assisting library users in answering reference questions of lower to moderate complexity, assisting patrons locating and using department materials and equipment, and maintaining public discipline and decorum.
- Applies problem solving abilities to appropriate circumstances; routinely addressing complaints and resolving problems.
- Perform computer tasks to maintain the C/W MARS database (searching C/W MARS database, entering patron information, deleting withdrawn book information, reserving books).
- Performs rudimentary Internet, CD ROM and other computer searches.
- Performs clerical duties, including use of the telephone, typewriter, and use of computer word processing or spreadsheet program, filing, and shelving.
- Perform minor book repairs.
- Prepare overdue notices for mailing.
- Assists with program planning and execution.
- Uses the department's audio-visual, office and/or computer equipment and resources, routinely offers training in its use.

- Other duties and special projects as assigned.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty successfully. The requirements noted below are representative of the knowledge, skill, and/or ability necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE:**

- A high school diploma is required, with some college or technical school course work desired; or one year of related experience and/or training; or equivalent combination of education and experience.
- Computer skills or demonstrated ability/aptitude to be trained in this area.
- Demonstrated patience and skill in dealing with general public.

- **LANGUAGE AND/OR COGNITIVE SKILLS:**

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak with customers or employees of the organization.
- Ability to communicate fluently in English.

- **REASONING ABILITY:**

- Ability to apply common sense understanding to carry out instructions furnished in writing, oral or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

- **CERTIFICATES, LICENSES, REGISTRATIONS:** None required.

- **PHYSICAL DEMANDS:**

- Routinely required to talk or hear, including oral communication via normal telephone connections.
- Frequently required to stand, walk, sit, use hands to finger, handle or feel, and reach with hands and arms.
- Ability to operate a keyboard.
- Routinely lift items weighing up to twenty pounds from the floor to positions overhead; and move loaded book trucks (weighing in excess of 100 pounds) over carpeted and uncarpeted surfaces and over thresholds.
- Occasionally required to climb or balance, stoop, kneel, crouch or smell.
- Special vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.