



SC-PAY GRADE 7

LIBRARY ASSISTANT II

DUTIES AND FEATURES OF THE CLASS:

The employee in this class performs high-level paraprofessional reference and reader advisory service tasks in a Sussex County library. The employee performs any/all tasks associated with materials circulation in a public library. The performance of semi-technical and technical work related to the acquisition and processing of materials is performed under the general supervision of a Librarian. Personnel in this class must be willing to work evenings, holidays and weekends (including Sunday) as the library schedule may require.

EXAMPLES OF WORK:

Provides routine reference and reader advisory services; plans and conducts programs for children and adults; manages social media presence on the Internet; maintains accurate circulation statistics and efficient circulation procedures; maintains inventory of all supplies and resources in the library; assists patrons in book selection; assists in selecting titles for acquisition; catalogs, classifies, reclassifies and processes books and other materials; coordinates work schedules; maintains statistical records of acquisitions and withdrawal of books; prepares vertical file materials; attends meetings and workshops; performs other related duties and responsibilities as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of professional library principles, methods, techniques and procedures; good knowledge of reader interest levels; ability to maintain records and generate reports; the ability to establish and maintain effective working relationships with co-workers and work effectively with the public.

QUALIFICATIONS:

Minimum High School diploma or GED; Associates degree preferred; minimum of one (1) year experience in a public library or any equivalent combination of education and experience that provides required knowledge, skills and abilities; working knowledge of Internet searches/navigation, Microsoft Office (Word, Excel, Outlook) and basic computer troubleshooting skills; excellent organizational, verbal and written communication skills; excellent customer service skills.

ADDITIONAL REQUIREMENTS:

- Direct Deposit required
- Pre-Employment Background Screening
- Pre-Employment Drug/Alcohol Testing
- Possession of a valid driver's license

Revised 3/2019