

# **FORT BRAGG UNIFIED SCHOOL DISTRICT JOB DESCRIPTION – LIBRARY ASSISTANT**

## **DEFINITION**

To perform paraprofessional duties in the operation of the library.

## **SUPERVISION RECEIVED AND EXERCISED**

Under supervision and direction of a site administrator and/or District Librarian, as well as the Senior Library Assistant, performs clerical and library duties.

## **EXAMPLES OF DUTIES –** May include, but are not limited to, the following:

- Maintains the library in a neat and orderly condition; maintains order and discipline among students using the library.
- Assists students and teachers in finding materials.
- Assists and instructs students in use of library computers for Internet and word processing.
- Checks incoming books and non-book materials.
- Supervises student aides in performing their assigned tasks.
- Assists students in the use of the library and the computer/card catalogue; files and flags in card catalogue.
- Assists in cataloging and processing of new books and materials, including data entry.
- Mends and repairs books and non-book materials.
- Prepares bulletin boards and displays.
- Types necessary library communiqués, including overdue notices and memos.
- Assists senior library assistant with A V and computer equipment.
- Maintains vertical file of information on various subjects; assists with inventory of library materials.
- Records television programs of special interest as needed and maintains database of such programs.
- Performs related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- Basic library methods, practices and terminology
- Proper English usage, spelling, grammar and punctuation.
- Standard office equipment and procedures.

### **Ability to:**

- Learn computer applications
- Learn the Dewey Decimal classifications system.
- Perform general clerical and other library duties.
- Understand and follow written and oral instructions.

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- Establish and maintain cooperative relations with those contacted during the course of work.
- Type accurately at a rate necessary for successful completion of assigned duties.
- Is able to work under pressure to complete various library duties.
- Sufficient coordination dexterity and strength to perform library duties.

**DESIREABLE QUALIFICATIONS**

Any combination equivalent to graduation from high school and some clerical experience in the operations of a library which may indicate possession of the above skills and abilities.

**PHYSICAL REQUIREMENTS**

- Ability to exert 50 pounds of force frequently to lift, carry, push, pull or otherwise move objects.
- Ability to stoop, climb, stand for long periods of time and perform physical labor, physical mobility and stamina to participate in activities which may be strenuous.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Board Adopted: April 27, 1989  
Rev. Board Approved: October 11, 2001