

Title changed to Library Assistant
(August 2001)

CITY OF ONTARIO

CLASS CODE 1020 GROUP 5
DEPARTMENT REVIEW _____ DATE _____
PERSONNEL APPROVAL [Signature]
EFFECTIVE DATE 2/11/90
SUPERSEDES N. A.

LIBRARY ASSISTANT I

DEFINITION

This is paraprofessional work in a public library. Under supervision, is responsible for assisting in reference services in a particular section of the library such as the adult, children's and documents sections. May oversee the work of subordinate employees. Work is reviewed by observation, conference and reports.

TYPICAL EXAMPLES OF WORK

Conducts and participates in a variety of library programs such as tours, visiting classes, and library educational programs; performs reference work in various sections of the library such as adult, children's and document sections; assists in planning and conducting children's programs; maintains statistical and budget records; prepares reports and other materials as necessary; oversees the work of subordinate employees; performs related work as required.

QUALIFICATIONS, SKILLS AND ABILITIES

Minimum

Associate degree in Library Science or related field; two (2) years of library experience providing reference and readers' advisory services; knowledge of sources and procedures used in bibliographic research and cataloging; ability to interpret manuals and oral instructions pertaining to library duties; ability to oversee the work of subordinate employees; ability to establish and maintain effective working relationships with other employees and the public, which includes patrons of various age and interest groups.

Desirable

Graduation from a four-year college with a bachelor's degree in Library Science or related field; knowledge of children's literature, story telling, and programming; knowledge of library research tools and methodology; ability to read and write a second language, particularly Spanish or Vietnamese.