

Citrus College

Position Description

Position: Library Media Assistant	Position Number:
Department/Site:	FSLA: Non-exempt
Evaluated by:	Salary Range: 21

Summary

Performs recurring clerical library duties in a library.

Essential Duties and Responsibilities

- Assists students with use of the library. Assists them to find materials, pointing out them to use resource guides. Illustrates use of card catalogs. Refers more difficult requests to a Library Media Technician or Librarian.
- Shelves new and returned materials (books, media, textbooks or periodicals) and enters into system.
- Mends and repairs book and non-book materials. Disposes of damaged or outdated materials according to established procedures.
- Affixes location labels on books. Observes the label and book for compatible title, author, and number. Places books in alpha-numeric order to assure efficient shelving.
- Enters location and related data for books onto a computerized data entry screen.
- Maintains a clean and orderly environment.
- Circulates, stores, and inventories books, periodicals, and audiovisual materials.
- Processes books, magazines, and periodicals for library use.
- Performs routine clerical and record keeping duties.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ **Knowledge and Skills**

Requires a basic knowledge of basic library methods, practices and terminology including use of library card catalog and basic reference sources.

Requires knowledge and understanding of the Dewey Decimal System of classification and the American Library Association rules for filing catalog cards.

Requires basic knowledge of automated carding systems and records.

Requires sufficient human relations skill to serve students' reading requests and to interact with staff and faculty.

▪ **Abilities**

Requires the ability to perform all of the duties of the position with only general supervision and support.

Requires the ability to follow detailed procedures such as standard library cataloging and filing rules.

Must be able to maintain a well-organized and attractive library setting.

Must be able to apply and explain library rules, regulations and policies.

Requires the ability to deal courteously with library patrons.

Must be able to perform routine clerical and record keeping duties.

▪ **Physical Abilities**

Requires ambulatory ability to sit, stand, kneel, stoop, reach and twist.

Requires sufficient visual acuity to recognize letters and numbers; hand-arm-eye coordination to use a personal computer keyboard; ambulatory ability to walk, move carts, and reach to selves for placement of lightweight objects (less than 10 pounds); hearing and speech ability to carry on conversations in person and over the phone.

May be required to work evenings and weekends and at off-campus locations.

- **Education and Experience**

Requires a high school diploma, or the equivalent, supplemented by college-level coursework that would provide knowledge of library operations and six months experience in a library or instructional setting.

- **Licenses and Certificates**

May require a valid driver's license.

- **Working Conditions**

Work is performed indoors where minimal safety considerations exist.