



Library Assistant

SUMMARY: Under basic supervision, provides clerical and technical support at the Mandan Public School (MPS) libraries; processes library materials, promotes library programs, and provides research assistance and students and teachers.

ESSENTIAL FUNCTIONS -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Provides assistance and customer services in a courteous and respectful manner; interviews students to determine needs, assists students and teachers in finding materials, performing research, and locating reference materials; demonstrates and explains computerized resources, including Internet searches.
- Assists students and responds to requests using knowledge of library policies and procedures; duties may vary according to job assignment.
- Checks library materials in and out, provides personalized library services to special needs students; processes inter-library loan requests; resolves computer record errors within scope of authority.
- Assists with software usage, logons, and passwords; administers and assists with tests.
- Teaches the use of library resources and equipment; assists with researching student inquiries.
- Maintains library in a clean and orderly condition; shelves all returned books, periodicals, media, and materials according to standard procedures and the library classification system; shelves books and library materials in designated areas; assists with inventory management.
- Performs support tasks at opening and closing of the library, such as relocating shelving units and furnishings, and setting up displays and meeting rooms for specific applications and events.
- Assists with preparation and presentation of library programs and special events; recommends additions to library collection; assists with ordering materials and supplies; assists with repairs.
- Receives and processes in-coming materials, and adds labels, bar codes, etc.
- Assists with library security; supervises students to verify compliance with MPS policies and procedures.
- Supports the relationship between the Mandan Public Schools and library customers by demonstrating courteous and cooperative behavior when interacting with students and staff; maintains absolute confidentiality of work-related issues, student records, and School information; follows compliance rules governing child abuse; performs related duties as required or assigned.

MINIMUM QUALIFICATIONS

Education, Training and Experience Guidelines

High school diploma or GED equivalent; AND two years of library work experience, preferably in the MPS;
OR an equivalent combination of education, training and experience.

Knowledge of:

- MPS policies and procedures.
- Policies, rules and regulations governing the conduct and safety of library programs and facilities.
- Library classification and cataloging methods and protocols.
- Techniques and protocols for researching online information.
- Business computers, and specialized software applications for library systems.
- Record keeping and file maintenance principles and procedures.

Skill in:

- Explaining library standards and MPS policies and procedures.
- Dealing tactfully and courteously with students and MPS staff.
- Accurately filing and finding library materials in a variety of designated locations.
- Closely following verbal and written instructions and procedures.
- Establishing and maintaining cooperative working relationships with co-workers.
- Communicating effectively verbally and in writing.

LICENSE AND CERTIFICATION REQUIREMENTS

A valid North Dakota State Driver's License is required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in a standard office environment.