

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Library Assistant

SERIES NO.:

1831

MAJOR AGENCIES:

All Agencies

EFFECTIVE DATE:

02/26/2012

SERIES PURPOSE:

The purpose of the library assistant occupation is to perform paraprofessional library functions in support of a library program. At the lower (assistant) levels, incumbents perform specialized library tasks. The associate level holds responsibility for total library operations in the absence of the librarian.

CLASS TITLE:

Library Assistant 1

CLASS NUMBER:

18311

EFFECTIVE DATE:

03/26/1990

CLASS CONCEPT:

The entry level class works under immediate supervision & requires some knowledge of specific procedures involved in performing routine library tasks.

CLASS TITLE:

Library Assistant 2

CLASS NUMBER:

18312

EFFECTIVE DATE:

03/26/1990

CLASS CONCEPT:

The full performance level class works under general supervision & requires working knowledge of set of specialized library procedures in order to perform function assigned to unit (e.g., inter-library loan, reader services, cataloging, media center).

CLASS TITLE:

Library Associate

CLASS NUMBER:

18313

EFFECTIVE DATE:

03/26/1990

CLASS CONCEPT:

The advanced level class works under direction & requires considerable knowledge of policies, processes & procedures of library in order to operate library & to coordinate activities of library workers.

<u>CLASS TITLE:</u> Library Assistant 1	<u>CLASS NUMBER:</u> 18311	<u>BARGAINING UNIT:</u> 9
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EFFECTIVE DATE:
03/26/1990

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Processes books & other materials for use by library patrons (e.g., checks materials in; shelves materials; applies pockets, spine labels & plastic jackets; prepares catalog cards; applies identification marks; binds books & periodicals).

Assists library patrons (e.g., serves as receptionist, performs circulation duties, locates library materials, takes requests for materials); substitutes for bookmobile driver as assigned.

Performs clerical tasks (e.g., keeps records; pulls & files data; does routine bibliographic searches; types or updates overdue, fine or shelf lists; makes photocopies; types correspondence, book orders, or catalog orders; counts & mails materials; helps select & stock bookmobile materials; assists with inventories).

MAJOR WORKER CHARACTERISTICS:

Knowledge of library procedures*; addition, subtraction, multiplication & division. Skill in use of various types of office equipment such as computer terminal, typewriter &/or audio-visual equipment*. Ability to deal with problems involving few variables in familiar context; sort items into categories according to established methods; arrange items into numerical or alphabetical order; check pairs of items that are similar or dissimilar; answer routine inquiries from public; lift up to 75 lbs.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in arithmetic that includes addition, subtraction, multiplication & division & in alphabetizing & English grammar; 1 course or 3 mos. exp. in typing.

*Note: If position is assigned responsibility for substituting for bookmobile operator, must also have 3 mos. trg. or 3 mos. exp. in operating fully loaded bookmobile weighing 12,000-26,000 pounds or other vehicle of equal gross weight rating; valid driver's license.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May work evenings or weekends.

CLASS TITLE: Library Assistant 2	CLASS NUMBER: 18312	BARGAINING UNIT: 09
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EFFECTIVE DATE:
03/26/1990

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Performs paraprofessional library tasks (e.g., provides basic research & reference services; prepares materials for cataloging; performs routine cataloging; performs bibliographic searches through various sources including computer terminal; selects, orders, demonstrates, processes & maintains audio-visual materials & equipment).

Assists & instructs students, patients, inmates, residents or volunteers who perform various library tasks; substitutes for bookmobile driver as assigned.

Performs routine library tasks (e.g., shelving, filing, keeping statistics, typing & mailing, ordering supplies).

MAJOR WORKER CHARACTERISTICS:

Knowledge of library practices & procedures; addition, subtraction, multiplication & division; employee training & development*. Skill in use of various types of office equipment, such as computer terminal, typewriter &/or audio-visual equipment. Ability to gather, collate & classify information about data, people or things; apply principles to solve practical problems; answer routine inquiries concerning library use & operation.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

3 courses or 9 mos. exp. in library media technology or library science.

*Note: If position is assigned responsibility for substituting for bookmobile operator, must also have 3 mos. trg. or 3 mos. exp. in operating fully loaded bookmobile weighing 12,000-26,000 pounds or other vehicle of equal gross weight rating; valid driver's license.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May work evenings or weekends; may work rotating shifts.

CLASS TITLE: Library Associate	CLASS NUMBER: 18313	BARGAINING UNIT: 09
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EFFECTIVE DATE:

03/26/1990

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

On daily basis, operates library (i.e., not State Library) in accordance with established policies set by professional librarian to include coverage when professional librarian is not on duty (e.g., coordinates work of library staff; maintains discipline among library users; enforces policies).

Performs paraprofessional library tasks (e.g., provides basic research & reference services; performs routine cataloging; performs bibliographic searches through various sources including computer terminal).

Assists & instructs students, patients, inmates, residents, or volunteers who perform various library tasks.

Performs routine library tasks (e.g., shelving, filing, keeping statistics, typing & mailing, ordering supplies).

MAJOR WORKER CHARACTERISTICS:

Knowledge of library practices & procedures; employee training & development; public relations. Skill in use of various types of office equipment such as computer terminal or typewriter. Ability to apply principles to solve practical problems; answer routine inquiries concerning library use & operation; gather, collate & classify information about data, people or things; enforce policies.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

6 courses or 18 mos. exp. in library media technology or library science; 1 course in public relations or 3 mos. exp. in position involving public contact; 6 mos. trg. or 6 mos. exp. in employee training & development.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May work evenings and weekends.