

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:

Library Assistant

SERIES NO.:

1831

MAJOR AGENCIES:

All Agencies

EFFECTIVE DATE:

06/03/2012

SERIES PURPOSE:

The purpose of the library assistant occupation is to perform paraprofessional library functions in support of a library program. Incumbents perform specialized library tasks.

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).

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| CLASS TITLE: Library Assistant 1 | CLASS NUMBER: 18311 | BARGAINING UNIT: 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.

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| 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.