

The Position

Under general supervision, Library Assistant I and II support the operation and activities of one or more of the Library's primary functions, including circulation, acquisitions, and access. This position works closely with staff to prepare and present materials for circulation and ensure patrons enjoy the highest level of customer service while using the library. The position reports to the department lead to which it is assigned.

Classification

Library Assistant I, Library Assistant II

Examples of Duties

Below is a descriptive list of the range of duties performed by employees in this classification. These examples are not intended to reflect all duties performed within the job, and not all duties listed are necessarily performed by each individual.

- Assist at a service desk by checking library materials in and out, registering new patrons, processing patron holds, and collecting monies for lost materials and items for sale
- Sort and organize materials according to alphabetical, numerical, and categorical systems
- Collect, stack, shelve, and re-shelve library materials and prepare materials for circulation
- Assist patrons in person and by telephone, provide information, and refer specialized questions to appropriate staff
- Advise patrons of library policies, procedures, and services and enforce library policies
- Assist with receiving shipments of new materials, including verifying packing lists, adding item records, updating order records, and processing materials for circulation
- Assist with the maintenance and deletion of library materials, including the deletion of relevant catalog records
- Assist with processing Link+, Interlibrary Loans, and Zip Books
- Enter and retrieve data, maintain logs and records, and routine typing
- Operate and perform basic operator maintenance of PC and related software, photocopiers, and related standard library equipment
- Follow operating procedures to open and close the library Assist the clerical and professional staff in special assignments, including program implementation
- Perform additional duties as assigned, including direct public service, serving on task forces or committees, etc.

In addition to the above duties, a Library Assistant II may also:

- Direct the work of volunteers and other staff as the lead Library Assistant on duty

Knowledge, Skills & Abilities

- Ability to acquire a working knowledge of library policies, practices, procedures, and the location of materials in the library
- Basic office practices and procedures, including how to operate modern office equipment, including a PC and related software
- Ability to demonstrate the Library's core values of Inclusion, Creativity, Integrity, Growth, and Respect in daily interactions and in their work with peers and the public; Support the implementation of sustainable practices in daily operations.
- Effective communication and interpersonal skills to deal tactfully with a wide variety of library users and staff
- Ability to sort and organize materials in alphabetical, numerical, and topical order
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals
- Understand and carry out oral and written instructions
- Take a proactive approach to customer service issues and maintain confidentiality regarding sensitive information
- Ability to adapt to change and the willingness to learn new ways of doing things
- Work irregular hours, including evenings and weekends
- Regularly lift and move up to 25 pounds, push loaded book carts, shift furniture; on occasion lift and move up to 40 pounds
- Climb, bend, and stoop to place and reach materials

Education & Experience

To Qualify for **Library Assistant I**, any combination equivalent to:

- Graduation from high school or equivalent **AND**
- One year of college-level or technical coursework **OR** one year + of practical experience in clerical, complex filing and record-keeping, inventory, or customer service

To Qualify for **Library Assistant II**, any combination equivalent to:

- Those required of Library Assistant I **AND**
- Two or more years of experience working in a public library

Physical and Environmental Working Conditions

Position requires prolonged sitting, standing, walking, kneeling, squatting, and stooping daily. The employee will occasionally be required to climb, balance, or crawl. Must possess mobility to work in a standard library setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. The position requires gripping to pick up collection materials, repetitive hand movement, and fine coordination in data entry using a computer and keyboard. Employees work in a public library environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

The Belvedere Tiburon Library is an Equal Opportunity and Drug-Free Workplace Employer

To perform this job successfully, an individual must perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description but which may be reasonably considered to be incidental in the performing of their duties just as though they were written out in this job description. Management reserves the right to modify, add, or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.

Updated September 2025