

MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION

LIBRARY ASSISTANT

JOB DESCRIPTION

Employees in this class series perform and oversee a variety of library assistant assignments in state or departmental libraries, where filing, retrieving, dispensing and distributing information, data and library materials is an essential and/or substantial part of the work. Employees also provide assistance to patrons of the library.

There are four classifications in this job.

Position Code Title - Library Assistant-E

Library Assistant 5

This is the entry level. The employee performs a range of library assistant tasks under close supervision while learning the methods, processes and procedures of the work.

Library Assistant 6

This is the intermediate level. The employee performs a range of library assistant assignments in a developing capacity.

Library Assistant E7

This is the experienced level. The employee performs a full range of library assistant assignments and uses judgment in making decisions where alternatives are determined by established policies and procedures.

Position Code Title - Library Assistant-A

Library Assistant 8

This is the advanced level. The employee either functions as a lead worker overseeing the work of others or as a senior worker. Senior-level employees consistently perform complex assignments beyond those expected at the experienced level which have been approved by Civil Service.

NOTE: Employees generally progress through the series to the experienced level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Checks out and receives materials from patrons.

Retrieves, shelves and distributes books and other materials.

Provides information requested by patrons in person, over the telephone, in writing or by e-mail.

Prepares materials for use, including stamping documents, inserting security strips, and writing call numbers on the materials.

Sets up, operates, and performs basic maintenance and repair of audio-visual and other library equipment and accessories.

Prepares text materials for binding.

Constructs covers/holders for oversized books, maps, and other items.

Sorts and files documents and correspondence.

Answers telephones, takes messages, directs or routes callers and visitors.

Performs related work as assigned.

Additional Job Duties

Library Assistant E7 - 8

Interprets and applies instructions and guidelines in order to resolve work-related problems.

Library Assistant 8 (Senior Worker)

Handles the most complex and difficult assignments in the work area as approved by Civil Service.

Resolves problems and answers questions for other workers.

Library Assistant 8 (Lead Worker)

Explains work instructions to others, adapting guidelines to the assignment as necessary.

Provides assistance and training to others in the work unit.

Establishes and revises work methods, forms, formats, and standards to improve operating efficiency.

Coordinates the work of the unit by determining priorities; scheduling, assigning and explaining work; and overseeing the completion of the work.

Assures that the work meets quality and production standards by reviewing the work for accuracy and monitoring output.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the area listed is required at the entry level, developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of library methods, materials, and organization.

Knowledge of the methods of classifying, cataloging, and shelf-listing books.

Knowledge of card catalogs, indexes and other reference material used in the library.

Knowledge of filing, record keeping and organization methods.

Knowledge of correct English usage and grammar.

Knowledge of general office practices.

Ability to alphabetize, numerically rank, sort, and batch documents and materials.

Ability to operate and perform basic maintenance and repair of audio-visual equipment and other equipment used in the work.

Ability to assemble material quickly and efficiently.

Ability to follow, apply, interpret, and explain instructions and/or guidelines.

Ability to determine work priorities.

Ability to make decisions and take appropriate actions.

Ability to meet schedules and deadlines of the work area.

Ability to communicate effectively.

Ability to compose routine correspondence and reports.

Ability to type.

Ability to operate standard office equipment.

Additional Knowledge, Skills, and Abilities

Library Assistant 8 (Senior Worker)

Ability to perform the most complex and difficult assignments as approved by Civil Service.

Library Assistant 8 (Lead Worker)

Ability to explain instructions and guidelines and train others effectively.

Ability to organize and coordinate the work of the unit.

Ability to determine work priorities, assign work, and review work for quality and production standards.

Ability to establish and revise operational standards.

Ability to assist others in solving work problems.

Working Conditions

Some jobs are located in a correctional facility.

Some jobs require direct contact with prisoners.

Physical Requirements

None

Education

Education typically acquired through completion of high school.

Experience

Library Assistant 5

No specific type or amount is required.

Library Assistant 6

One year of experience equivalent to a Library Assistant 5.

Library Assistant E7

Two years of experience equivalent to a Library Assistant, including one year equivalent to a Library Assistant 6.

Library Assistant 8

Three years of experience equivalent to a Library Assistant, including one year equivalent to a Library Assistant E7.

Special Requirements, Licenses, and Certifications

Certain positions may require a criminal history background check.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

LIBAAST

Job Code Description

LIBRARY ASSISTANT

Position Title

Library Assistant-E

Library Assistant-A

Position Code

LIBASTE

LIBASTA

Pay Schedule

W41-002

W41-009

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