

**MARIN COUNTY OFFICE OF EDUCATION
CLASSIFIED POSITION DESCRIPTION
LIBRARY ASSISTANT**

Works under supervision to provide Library Staff support by performing a wide variety of services to include assisting patrons, requisitioning, cataloging, circulating, and referencing books, publications and miscellaneous written materials.

DUTIES AND RESPONSIBILITIES:

1. Receives library patrons, answers and assists patrons in the use of library facilities and resources, issues and receives books and other library materials, registers new borrowers, notifies patrons of overdue materials, collects and accounts for fines.
2. Processes requests for books and materials after verifying budget status. Assists school personnel by researching topics. Possesses working knowledge of standard reference works in education.
3. Catalogs new acquisitions, processes cards and files to general card catalog using Dewey decimal system and Sears list of subject headings.
4. Orders and maintains periodical collection to include subscription placement and renewal based on internal circulation. Records status, displays current issues, and files back issues. Reshelves, issues, and renews, and discharges books and other materials.
5. Receives, reviews and audits textbook purchase orders for all Marin elementary school districts. Processes requisitions, responds to questions and problems as they occur and/or are required.
6. Assists in the maintenance of a balanced collection by studying book reviews, bibliographies and special requests and making recommendations on selections as requested.
7. Performs other duties as assigned requiring essentially the same effort, skill and responsibilities when work requirements are changed or modified, not requiring professional qualifications.

MINIMUM QUALIFICATIONS:

Education: Requires high school education or recognized equivalent plus two years of specialized training at the college level in library science course work.

Experience: Requires experience gained through job training or on related work to job training; the total is normally in excess of three months but seldom in excess of one year.