

JOB TITLE: Library Assistant
PAY GRADE: CL 17
LAST REVISED: July 2025

*Job Descriptions/Class Specifications are intended to present a descriptive list of the range of duties performed by employees in the job and are **not** intended to reflect all duties performed within the job.*

Sierra College has a strong commitment to the achievement of equity and inclusion among its faculty, staff, and students and values the rich, diverse backgrounds that make up the campus community. A strong candidate for this position must have the understanding and ability to successfully support individuals with varying backgrounds. This includes persons with disabilities, various gender identities and sexual orientations, as well as individuals from historically underrepresented communities and other groups. Our District is committed to providing strategies for success and proactive student-centered practices and policies focused on eliminating equity gaps to ensure the District provides an inclusive educational and employment environment focused on strategies for success and equitable outcomes for all.

SUMMARY DESCRIPTION

Under general supervision from assigned manager, assists with the daily operations of the library, including providing services and information to patrons and organizing and overseeing circulation and reserve services; provides technical assistance to patrons in the use of equipment and computers; and processes and issues student identification cards.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Provides library circulation services; checks out and in materials and returns materials to shelves; assists patrons with the use of the library, indices, and equipment, including copiers, printers, and computers; familiarizes patrons with Dewey Decimal System and other library classification systems, reference and circulating materials, periodicals and visual instructional materials, and the reserve book collection; orients patrons to procedures to secure interlibrary loans.
2. Monitors use of library computers, printers, and equipment; trains patrons and staff to use and assists with the use of computers and software applications; oversees and ensures functionality of workstations, peripherals, and equipment; troubleshoots, makes minor repairs to, and resolves user technical problems with computers, printers, and other peripherals; requests or arranges for assistance, servicing, or repair of department computer equipment from Information Technology Services (ITS) or other resources.
3. Serves as informational resource by responding to requests, inquiries, and questions from District staff, students, and the public regarding services, programs, and procedures; processes and issues student identification cards; resolves complaints and refers unresolved complaints to appropriate staff; serves as liaison with faculty regarding types and uses of reserve shelf materials, materials for their assignments, student concerns, and library acquisitions; refers faculty for consultation with Librarians, as needed.
4. Creates and maintains manual of library policies and procedures; collaborates with District staff regarding library materials, services, records, budgets, policies, and patron concerns.
5. Coordinates with managers to ensure facility is operational, properly staffed, and that hours of operation are observed; ensures that conditions are conducive to, and patrons contribute to a positive learning environment; reports manager problems affecting library operations to appropriate manager.
6. Participates in the development of assigned budget(s); assists with the researching and purchasing of materials, supplies, and equipment; determines future needs; inventories supplies and instructional materials; discusses new products or special needs with vendors and District staff; maintains expenditure records and prepares reports; advocates for the needs of the department; creates prioritized lists of needed equipment for administration; provides input regarding annual budget development.

7. Contacts patrons regarding overdue material; places and clears holds; assesses, collects, monitors, and deposits fees or fines; credits accounts; records circulation transactions to provide statistical information for dissemination to State agencies, the department, and external libraries, and/or other organizations, as required; creates and maintains databases and spreadsheets of patrons' library account activities, including monitoring library statistics, overdue materials and applicable fines, and generating reports.
8. Maintains and organizes library shelves by utilizing the Dewey Decimal System; works with Librarians and staff to rearrange or consolidate materials and collections, as needed; maintains check-in and filing systems for periodical collection.
9. Provides onboarding support, general work training, guidance, supervision assistance, and directs activities of students or temporary employees.
10. Performs related duties that support the overall objective of the position.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Principles, techniques, processes, and procedures of libraries, including terminology, customer service, and the Dewey Decimal System.
- Federal, state, and local laws, codes, and regulations regarding support of students, including, but not limited to, the Family Educational Rights and Privacy Act (FERPA) and the Americans with Disabilities Act (ADA).
- Basic inventory, bookkeeping, and purchasing processes and procedures.
- English language usage, grammar, spelling, punctuation, and vocabulary.

Ability to:

- Perform general technical and operational duties in support of the Learning Resource Center, including, but not limited to, providing circulation services; operating and maintaining equipment and computers; maintaining and organizing supply and materials inventory, assisting patrons with use of LRC materials, equipment, and services.
- Speak and work with groups of students and Library patrons.
- Troubleshoot and make minor repairs to computers, peripheral, and equipment.
- Plan and organize work to meet schedules and changing deadlines.
- Perform basic record keeping functions.
- Utilize office procedures, methods, and equipment, including computers, technology, and applicable software applications sufficiently to perform the duties of the classification, including those used in libraries and learning centers.
- Maintain confidentiality of information.
- Make arithmetic calculations of average difficulty.
- Follow oral and written directions.
- Communicate clearly and concisely, both orally and in writing.
- Provide onboarding support, general work training, guidance, supervision assistance, and directs activities of students or temporary employees.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work independently and collaboratively.
- Apply District policies and procedures.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that demonstrates the required above knowledge and abilities is qualifying. Examples of ways to obtain the above knowledge and abilities could include, but are not limited to, the following:

Education/Training

- Equivalent to the completion of the twelfth grade or General Educational Development (GED) supplemented by some college level course work.

Experience

- Two years of increasingly responsible routine technical, administrative, programmatic, and/or clerical support experience involving a high level of public contact.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Library and office setting; extensive public contact.

Physical: Primary functions require sufficient physical ability and mobility to work in a library and office setting; to stand or sit for prolonged periods of time; to push, pull, lift, and/or carry light amounts of weight; and to operate office equipment, including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Board Approved: July 15, 2025