



**COUNTY OF YORK JOB DESCRIPTION**  
Library Assistant – Adult Reference  
Libraries

Human Resources Department  
224 Ballard Street  
Yorktown, Va. 23690  
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**GENERAL STATEMENT OF JOB**

Responsible for providing reference assistance to York County Library patrons. Assists patrons in research and activities with independently performing research for reference requests. Participates in the selection of library materials. Instructs patrons in the use of automated catalog, electronic resources and other reference materials and equipment. Assists in the development and execution of adult library programming. Work is performed under regular supervision.

**ESSENTIAL JOB FUNCTIONS**

*Job responsibilities may include any of the following, depending on the incumbent's functional assignment. This is not meant to be an exhaustive list of job functions, but a representative sample of the type and level of work that is expected in this position.*

Performs research to answer reference questions either by telephone or in person for adults, young adults, and children; provides reader advisory services for patrons.

Assists patrons requesting interlibrary loan service; implements interlibrary loan transactions; fills loan requests from other libraries; places holds/reserves on books for patrons.

Participates in collection development for assigned area; reads reviews and recommends materials; recommends out-of-date materials to be weeded; reads shelves and shifts materials to maintain a neat and orderly library.

Instructs patrons in the use of automated catalog, electronic resources, and other reference materials; instructs patrons in the use of computers, photocopiers, and other equipment.

Participates in weekly inventory control projects.

Reserves the group and individual study and meeting rooms.

Tracks reference department statistics.

Maintains equipment associated with reference needs to include sound system and audio visual equipment.

**ADDITIONAL JOB FUNCTIONS**

Performs other related work as required.

## **ENTRY KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of standard office practices and procedures.

Thorough knowledge of basic mathematics to include addition, subtraction, multiplication, and division.

General knowledge of business English, depending on the particular assignment.

General knowledge of procedures and practices common to a public library system.

Some knowledge of record keeping and reporting.

Some knowledge of personal computers, including some knowledge of word processing.

Some knowledge of supervisory principles and practices.

Knowledge of basic library procedures, methods and techniques.

Effective oral communication skills.

Ability to evaluate work procedures and to exercise appropriate judgment in prioritizing workload.

Ability to understand and follow verbal and written instructions.

Ability to establish and maintain effective working relationships, and the ability to deal tactfully with the public.

## **EDUCATION AND EXPERIENCE**

Any combination of education and experience equivalent to a bachelor's degree which provides the required knowledge, skills, and abilities.

## **PHYSICAL & MENTAL STANDARDS NEEDED FOR ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment including office equipment such as computers, calculators, copiers, etc. Work involves some lifting of boxes of books and/or periodicals, and pushing, and pulling of a hand cart or other type of cart.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments or directions from supervisors, and giving instructions, assignments and directions to employees.

**Language Ability:** Requires the ability to read and prepare a variety of reports, requests, forms, manuals, lists, etc., using prescribed formats.

**Intelligence:** Ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability coordinate hands and eyes rapidly and accurately in using office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

**Physical Communication:** Requires the ability to talk and hear.