

**KING COUNTY LIBRARY SYSTEM**  
**Job Description**

Title: **Library Assistant II – Institutional Libraries**

Dept.: **RJC/KC Jail/N Rehab Facility/Youth Service Ctr.** Job Code Number: **10438**

Reports to: **Managing Librarian III** Grade Number: **11, Represented**

Effective Date: **July 2001** FLSA Status: **Non-Exempt**

General Position Summary:

Deliver books to inmates through “Kite” system or allow them to choose from a selection provided. Perform research regarding available reference material as requested by individual residents and staff. Reviews returned material, repairs, correctly catalogues and re-shelves it in preparation for re-circulation. Responds to questions from jail staff and inmates.

Essential Duties/Major Responsibilities:

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Perform circulation functions and “patron” services.
2. Perform clerical duties and monitor and order office equipment and supplies.
3. Provide basic reader’s advisory and references services.
4. Represent library at institutional meetings.
5. Resolve “patron” complaints and circulation problems.
6. Participate in Collection Development.
7. Work with staff to facilitate workflow and efficiency.

LTA Duties:

1. Perform routine maintenance on all computer equipment.
2. Troubleshoot and repair PC’s including changing disk drives, CPU fans, peripherals, and adding memory.
3. Troubleshoot and repair Wyse terminals.
4. Download, install, and configure new/upgraded software.
5. Provide instruction to staff and patrons on use of hardware and software applications.
6. Report problems to ITS and coordinate non-routine maintenance and repair work with ITS technicians.
7. Work with technicians on site to resolve problems and update skills.
8. Keep adequate, detailed records of PC maintenance, configurations and procedures.
9. Maintain adequate branch supplies and spare parts inventories.
10. Attend LTA meetings and training sessions.

Secondary Duties:

1. Maintain library timesheets and activity reports.
2. Other related duties as assigned.

Communication:

Contacts are normally made with KCLS employees and “patrons”. Contacts are frequently initiated by a third party, regularly they are made on the incumbent’s own initiative and occasionally they are made at the supervisor’s request. The position has a requirement to interact with customers frequently and communications are seldom about confidential/sensitive matters.

Initiative:

The position operates from established and well-known procedures (on a general basis) and is responsible for solving problems within own workflow and processes. The position has no formal responsibility for designing new programs/services or concepts and the job involves a moderate degree of complexity. The position performs duties with little or no direction given and recurring work situations are experienced with occasional variations from the norm. Decisions are made within specific organizational policy constraints/guidelines.

Accountability:

The position experiences regular interruptions and some flexibility is required. The position foresees issues associated with own work and identifies future needs for supplies, equipment and resources. The supervisor seldom monitors the incumbent’s work.

Leadership:

The position does not include mentoring responsibility and it is responsible for role modeling and promoting organizational values within the work unit as a representative of the organization in the institution.

**DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

- High school diploma or GED equivalent, plus some higher education or vocational training specializing in library related skills.
- Two to four years work experience with diverse populations, some library skills.
- Training in interpersonal skills required in a correctional facility.

Necessary Knowledge, Ability and Skills:

- Thorough knowledge of collections, services and materials available at the institution library.

- Considerable skill in relating to and communicating with a prison population.
- Extensive knowledge of the assigned jail layout and areas appropriate to access in performing the duties of the position.
- Working knowledge of library systems and procedures.
- Working knowledge of software programs, circulation software and the Internet.

Ability to:

- Effectively work in an environment where the “patrons” are potentially hostile, unfriendly and possibly dangerous.
- Read, speak, write and understand the English language.
- Create and maintain good relationships with co-workers and inmates.
- Understand inmate requests, locate relevant material within the local institutional library or KCLS and efficiently deliver it.
- Develop and maintain a positive cooperative attitude in very difficult, sometimes personal, situations.
- Communicate effectively with a diverse population.

Skill in:

- The use of computer software such as Word and Excel as well as the Internet.
- Interpersonal relations with a widely diverse and difficult prison population and in an environment where library services are sometimes not appreciated or supported by staff at the assigned institution.
- Listening to, understanding and interpreting information received from inmates.
- Developing and maintaining positive relations with institution staff and “patrons”.

## SPECIAL REQUIREMENTS

LTA certification for LTA's.

## PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to sit and talk or hear, and to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## WORK ENVIRONMENT

Work is performed in a jail setting and has the potential to be hostile, violent, physically threatening and extremely intimidating. The incumbent has daily on-going contact with this population and individuals within it.

Advancement Possibilities:

Library Associate Series

Librarian Series

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: \_\_\_\_\_  
HR Manager

Final: 7/25/01