



LIBRARY/MUSEUM ASSISTANT I, II, III

DEFINITION: This is a position at the Eastern California Museum and the Inyo County Free Library. The incumbent will work at the Museum and in any of the Branch Libraries under the supervision of management and professional staff at both institutions. As experience or education is obtained, incumbents may move upward through the three grades in this series, depending on a favorable job evaluation.

COMMON JOB DUTIES AT THE EASTERN CALIFORNIA MUSEUM AND INYO COUNTY FREE LIBRARY: The Library/Museum Specialist is responsible for visitor/patron services and supports other Library/Museum activities as assigned. Typical duties include, but are not limited to, following procedures for opening and closing the Museum and Library; answering basic reference questions; making copies for visitors/patrons; assisting visitors/patrons with the use of public access/research computers. The Library/Museum Specialist is responsible for handling cash and checks and using a computer database to maintain basic bookkeeping records and daily visitor/patron information; perform light housekeeping and cleaning and other related duties as assigned.

ESSENTIAL JOB DUTIES WHILE AT THE INYO COUNTY FREE LIBRARY: Under the supervision of the Library Director and a Librarian I, II, or III, the Library/Museum Specialist will perform a full range of library duties, including but not limited to, assist patrons in selection of library materials; locate library materials in the Library's catalogs; research and answer basic reference questions; maintain circulation functions; maintain periodical, patron and other records; request materials not on library shelves; notify patrons of the arrival of requested material; shelve library materials; assess and accept library fines; take applications for borrower cards; monitor public access computer use; assist patrons with basic computer problems; become familiar with library terminology and standard practices; assist with special library programs; and other related duties as assigned. Must be able to sit for extended periods of time; lift, push, pull and/or carry up to 40 pounds; climb stairs; reach above shoulder level to clean case tops or shelves. Must be able to work on evenings, weekends, some holidays, and during special events. Must be able to work alone.

ESSENTIAL JOB DUTIES WHILE AT THE EASTERN CALIFORNIA

MUSEUM: The Library/Museum Specialist will perform a full range of Museum-related duties, including but not limited to, operating the Museum Bookstore sales desk; answering general questions about the Museum Collection and the region by utilizing museum reference files and research library; under the supervision of the Museum Director and Curator of Exhibits and Collections, the Library/Museum Specialist will help manage the Museum Bookstore by ordering books and gifts, tracking invoices, etc.; assist with information requests and photo reprint requests; become familiar with Collections policies so the Library/Museum Specialist can perform basic Collections-related tasks (cataloging, filing, data entry, etc.); assist with ongoing efforts to improve permanent exhibits and create new exhibits; and other related duties as assigned. Must be able to sit for extended periods of time; lift, push, pull and/or carry up to 40 pounds; climb stairs; reach above shoulder level to clean case tops or shelves. Must be able to work on evenings, weekends, some holidays, and during special events. Must be able to work alone.

EMPLOYMENT STANDARDS:

Education/Experience:

Assistant I - Requires a high school graduate or equivalent. Library or Museum experience is helpful.

Assistant II - High school graduate or equivalent with one year of experience performing the duties of Library-Museum Assistant or comparable position.

Assistant III - High school graduate or equivalent with three years of experience performing the duties of Library-Museum Assistant or comparable class.

Knowledge of: Filing and alphabetization; basic computer data entry; computer record-keeping; basic bookkeeping; use of cash register and copier; basic phone, computer and Internet skills; basic computer software; customer service techniques. Familiarity with library terminology, standard practices, and classification systems is desirable.

Ability to: Learn basic Museum and Library collections and record-keeping skills; become familiar with Museum and Library procedures for information and research requests in order to facilitate and assist in fulfilling those requests. Interpret and follow policies and procedures. Maintain confidentiality as required. Engage in a professional manner with members of the public. Perform clerical and computer data work accurately and in a timely manner.

Special Requirements: Must successfully complete a County pre-employment background investigation and physical examination. Must possess a valid operator's license issued by the State Department of Motor Vehicles.