

SENIOR LIBRARY ASSISTANT

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

DEFINITION

Under direction, to oversee, coordinate, review, and participate in the daily operations of a large clerical and technical Library unit; to ensure work quality and adherence to established policies and procedures; to perform a full range of technical and paraprofessional duties in support of various programs and functions of the Library; provide general library assistance to library patrons; to perform the more technical and complex tasks relative to assigned area of responsibility; and to perform related duties as assigned.

CLASS CHARACTERISTICS

An employee in this class performs library duties at a paraprofessional level and handles the more difficult clerical, public contact, and technical problems that occur. Positions assigned to this class assume lead supervisory duties over a large clerical and technical Library unit. Supervision is received from professional employees.

EXAMPLES OF DUTIES - *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Plans, prioritizes, assigns, supervises, reviews, and participates in the daily operation of a large clerical and technical Library unit such as the public service desks at the Central Library; provides daily oversight of assigned operations and activities at the branch library and bookmobile to ensure unified application of Library policies and procedures; establishes schedules and methods for providing assigned services; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly; interprets and applies Library policies and procedures; participates in the selection of clerical library staff; provides or coordinates staff training; works with employees to correct deficiencies; performs technical and paraprofessional duties in support of various sections within the Library; participates in the administration of the Library's automation system including the development of procedures for reports, oversight of daily reports, and diagnosing and resolving equipment problems; oversees assigned specialized functions including inter-library loan and reserve functions; assists in the maintenance and processing of library materials; performs copy cataloging of new library materials; provides general and specialized library assistance to patrons; assists the public in meeting their educational, informational, and recreation needs at the Library; answers general reference/research questions and provides readers advisory services to the public, suggesting titles and authors in response to specific user requests; searches shelves for special requests; participates in planning, preparing, and presenting programs, activities, and exhibits related to area of assignment; monitors assigned collection of materials; evaluates materials for mending, discard, or re-binding; recommends withdrawals and additions to an assigned collection; selects, pulls, and re-allocates titles from assigned area for bookmobile rotations; conducts Library tours; conducts surveys, compiles statistics, and writes

periodic and special reports; performs a variety of clerical duties; monitors and maintains files; types memos and other correspondence.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of supervision and training.
- Pertinent Federal, State and local laws, codes and regulations.
- Library organization, principles, methods, materials, practices, and common professional library terminology.
- Principles and practices used in the technical processing of materials in print and non-print formats.
- Cataloging, classification, resources, and reference materials utilized in a library.
- Modern office procedures, methods and equipment including computers and applicable software applications.
- Library computer processes and functions.
- Principles and procedures of record keeping.
- Principles of business letter writing and basic report preparation.
- Business English and arithmetic as it relates to the performance of paraprofessional library tasks.

Ability to:

- Plan, direct, and coordinate assigned function.
- Supervise, organize, and review the work of assigned staff.
- Participate in the selection, training, and evaluation of staff.
- Interpret and explain City and Library policies and procedures.
- Perform paraprofessional library tasks including participation in the development of educational, informational, cultural, and recreational library programs.
- Evaluate work methods and recommend improved procedures.
- Maintain and update accurate records and files.
- Prepare clear and concise reports.
- Perform basic arithmetic calculations accurately.
- Type at a speed necessary for successful job performance.
- Operate and use modern office equipment including computers and standard business machines.
- Deal tactfully and efficiently with the public.
- Work independently and efficiently to carry out assignments.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective relationships with those contacted in the course of work.

Experience and Training Qualifications

Experience: Three years of technical and clerical experience in a public library.

Training: Equivalent to the completion of the twelfth grade supplemented by specialized training in library science.

WORKING CONDITIONS

Environmental Conditions: Library environment; extensive public contact.

Physical Conditions: Essential functions may require maintaining physical condition necessary for sitting or standing for prolonged periods of time, working in a library setting, and operating office equipment; visual acuity to read small print, computer screens, and other printed documents; speaking and hearing to exchange information. Must possess the physical strength and flexibility to bend, squat, reach above shoulder level, kneel, push/pull and lift up to 30 pounds (books, disks, etc.).

Special Conditions: Positions may require working some weekend and evening hours; may be required to adjust work schedule to meet library needs.