CITY OF ST. HELENA

SENIOR LIBRARY ASSISTANT

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION:

Under general supervision, supervises, evaluates, and performs a wide variety of advanced technical and para-professional library support services related to patron assistance, circulation, automation, acquisitions, cataloging, processing, and reference; demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties; performs customer service duties as assigned; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS:

The Senior Library Assistant is the advanced journey level class responsible for providing a variety of complex and difficult technical, clerical and customer support services in all areas of library operations. Incumbents provide supervision over staff in the assigned service areas such as technical services, youth services, and circulation. This classification is distinguished from the next higher classification of Librarian I in that the latter performs the professional-level library support services and requires a broader and more detailed understanding of library operations.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from a Librarian I, II, or Senior Librarian. May also receive supervision from the Director of Library Services. May exercise technical and functional supervision over assigned staff.

ESSENTIAL FUNCTIONS: (include but are not limited to the following)

- Assists patrons at the Circulation Desk; checks in and checks out materials; prepares materials for return to the circulating collection; registers new patrons; trains and supervises staff at Circulation Desk.

- Assists patrons at the Reference Desk; responds to in-person and phone requests for library materials, services and information; assists patrons and explains the use of computers as well as other related equipment available for general public use; trains and supervises staff at Reference Desk.

- Demonstrates a full understanding of applicable policies, procedures and work methods associated with assigned duties.

- Plans, performs and assists in the coordination of basic public service functions, including Children’s services, organizing story hours, class visits, reading programs, assisting readers with library resources, answering reference questions, setting up displays, and other public services activities.
• Processes inter-library loans; assists with requests for materials not available in local collection; prepares displays, bulletin boards, and bibliographies; assists in coordinating materials for special programs.

• Provides input regarding the development of library administrative and facilities policies and procedures; provides recommendations regarding programs, projects and work assignments; provides lead direction to staff.

• Assists in updating and maintaining the library’s collection; orders, invoices, receives and tracks materials selected; operates and maintains a variety of computer and automated office systems related to library services and record keeping; posts, files, maintains, and enters records; compiles data and prepares summary reports.

• Assists in the selection and processing of incoming materials for use in the library collection; selects materials for various sections of the collection; orders books from distributors; downloads cataloging records from a database; assigns proper classification numbers and subject headings.

• Opens and closes branch library facilities; coordinates building and equipment maintenance and supply needs with system-wide personnel.

• Provides reference services, indirectly supervised by professional staff, answering all types of reference questions, including fact-based, more complex and reader’s advisory.

• Establishes positive working relationships with representatives of community organizations, state/local agencies, City management, staff, co-workers and the public.

WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, kneeling, squatting and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.
QUALIFICATIONS: (The following are minimal qualifications necessary for entry into the classification.)

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Senior Library Assistant. A typical way of obtaining the required qualifications is to possess the equivalent of two years paraprofessional library experience, and an associate’s degree or equivalent.

License/Certificate:

Possession of a valid California Class C driver’s license and a safe driving record, or the ability to provide alternate transportation which is approved by the appointing authority.

KNOWLEDGE/ABILITIES/SKILLS: (The following are a representative sample of the KAS’s necessary to perform essential duties of the position.)

Knowledge of:

Standard library routines, procedures and services; standard library automated circulation and borrower services; library cataloging and classification systems; principles of children and youth reader services; a range of American books and media; basic international literature and major current events; information sources and methods; collection evaluation and materials selection techniques; methods and techniques of supervision, training and motivation; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Perform a variety of technical and paraprofessional library support services related to patron assistance; use coding and other technical cataloging standards; analyze automated bibliographic records according to local standards; maintain confidentiality of sensitive information; plan, organize, train, evaluate and direct work of assigned staff; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications.