



Senior Library Assistant

Purpose of the role: Under direction, performs the full range of the most difficult and responsible technical and paraprofessional duties in support of library programs, operations, and services; and performs related duties as assigned.

Distinguishing Characteristics:

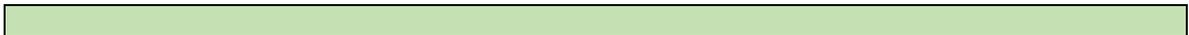
The Senior Library Assistant is the advanced journey-level class in the non-professional Library class series. Incumbents perform the full range of the most difficult and responsible technical, specialized, and paraprofessional library support services in assigned area of the library system. Positions at this level are distinguished from the Library Assistant by the higher level of difficulty and complexity of the paraprofessional work performed and the higher degree of independence of action. Assigned work requires the use of judgment in selecting appropriate procedures, conducting transactions with customers and the public, and solving routine and non-routine problems based on knowledge gained through experience. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the Library. Work is normally reviewed only on completion and for overall results. The Senior Library Assistant classification is expected to handle the more technical reader's advisory services or reference questions on an on-going basis and/or perform a variety of highly specialized duties related to area of assignment, which may include a full range of collection development and management duties as well as lead supervisory duties.

Essential Duties and Responsibilities:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Provides information services, including general reference assistance, reader's advisory service, and user instruction, to patrons; assists patrons with reference questions and selection of books, periodicals and other print and non-print materials; orients patrons to library procedures and practices and information sources, specialized library material collections, and similar services; instructs patrons in use of print and on-line resources.
- Participates in collection development and management activities; participates in selection of both book and non-book materials for assigned collections; analyzes, determines needs, selects, and purges library collections in assigned subject fields; repairs, discards and replaces items as necessary; utilizes professional reviews and catalogs to select new materials; catalogs materials for assigned collections; processes materials for assigned collections.
- Prepares and presents children's programs and story times; conducts school tours and visits.

- Participates in hiring and selecting staff and volunteers for assigned functional area; trains Library Pages, volunteers and other new or less experienced personnel on library policies and procedures; assists in supervising assigned staff including developing work schedules and overseeing activities.
- Oversees the day-to-day operations and services of the Acquisitions Unit; performs supervision of Unit Staff including coordination of work flow, scheduling, training and evaluation; troubleshoots the Acquisition module problems, communicating with Customer Support for resolution; directs operations of paraprofessional staff in purchasing library materials; establishes accounts and serves as lead liaison between vendors and staff; performs the full range of ordering duties including checking database for duplicates, capturing bibliographic records, ordering, receipting, invoicing materials, and problem solving.
- Oversees the day-to-day operations and services of Cataloging Unit; directs the operations of paraprofessional staff providing data entry operations in the unit; performs the full range of paraprofessional and technical duties in support of the Cataloging Unit including to copy catalog library materials and to maintain accurate records on database; proofs data entry work to ensure accuracy of staffs' work.
- Participates in overseeing the day-to-day operations and services of the Circulation Desk to ensure library materials are accessible to patrons and to provide the means for patrons to check out materials; performs the full range of circulation desk services and functions.
- Processes requests for materials using inter-library loan service; evaluates interlibrary loan requests to determine appropriate system to utilize; collects necessary fees; initiates requests.
- Indexes newspapers; chooses articles of local interest from newspapers; input information into system.
- Operates a variety of computer systems related to the provision of library services and records maintenance including performing data entry, inquiry, and systems backup.
- Maintains records, logs and prepares summary reports; designs, edits, and maintains computerized databases, spreadsheets, and templates.
- Provides technical support to staff and patrons in the operations of computer equipment.
- Prepares materials for use in publicizing and presenting library programs including press releases, flyers, and signs; prepares handouts and audiovisuals in support of individual programs.
- Operates audiovisual equipment and arranges for its maintenance by outside vendors.
- Assists the professional staff where needed.
- Performs related duties as required.



The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Organization, operation, and services of the Library as necessary to assume assigned responsibilities.
- Modern library operations, methods and practices.
- Terminology and practices related to specialized paraprofessional work in a public library.
- 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.
- Library computer processes and functions.
- Methods and techniques of proper public desk and phone etiquette.
- Patron advisory methods and practices.
- Collection development, evaluation, and management principles and practices including materials selection techniques.
- Basic principles and practices supervision and training.
- Operation of library equipment, systems and support tools, including ROM readers, computer system, computer terminals, indices, and common reference tools.
- Records management principles and procedures including record keeping and filing principles and practices.
- Report preparation principles and procedures.
- Modern office and library procedures, methods, tools and equipment including computer equipment and automated library information systems and tools.
- Basic computer applications such as word processing, spreadsheets, and databases.
- English usage, spelling, grammar, and punctuation.
- Mathematical principles.

***Desired
Minimum
Qualifications:***

Ability to:

- Perform a full range of specialized, technical, and paraprofessional duties of a general and specialized nature in support of library operations.
- Supervise, coordinate, schedule, train, and evaluate clerical and technical library staff as well as volunteers.
- Evaluate work methods and recommend improved procedures.
- Interpret library policies, procedures, and facilities to the general public and staff.
- Establish, maintain and update accurate records and files.
- Prepare clear and concise reports, correspondence and memoranda.
- Provide a variety of information services to patrons.
- Assess patron needs and available resources and direct patrons to appropriate materials.
- Classify, catalog and process a wide range of books and library materials using manual and computerized procedures.
- Prepare effective programming, public relations and publicity materials.
- Make public presentations.
- Learn and apply technical expertise in area of assignment.
- Learn and effectively utilize various computer applications.

- Type or enter data at a speed necessary for successful job performance.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Perform routine mathematical calculations.
- Respond tactfully, clearly, concisely, and appropriately to inquiries from other City staff, the general public, and outside agencies.
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
- Plan and organize work to meet changing priorities and deadlines.
- Understand and carry out oral and written directions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Respond and perform assigned duties in the event of a City-declared emergency.

Competencies:

- Results Oriented
- Customer-Focused
- Accountable
- Problem Solver and Decision Maker
- Planner and Organizer
- Interpersonally Effective
- Technically Knowledgeable

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education and Experience Guidelines:

Education:

Equivalent to completion of the twelfth grade supplemented by specialized or college level course work in library science.

Experience:

Four years of responsible paraprofessional and technical experience in a library including two years of experience comparable to a Library Assistant with the City of Thousand Oaks.

Licenses; Certificates; Special Requirements:

A valid Class C California driver's license is required.

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Physical and Environmental Conditions:

Physical: Sufficient physical ability to work in an office setting; sit, stand, walk, reach, twist, turn, kneel, bend, squat, and/or stoop for prolonged periods of time; perform duties requiring grasping, repetitive hand movement, and fine coordination; lift, drag, and push/pull files, paper, books, and documents and material weighing in excess of 25 pounds; reach for and lift books repetitively; and operate office equipment.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate office equipment. **Hearing:** Hear in the normal audio range with or without correction.

Environment: Standard office setting; regular interaction with co-workers and patrons.

*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 final qualifications of incumbents within the position.*

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Date Adopted: 7/5/03

Date Revised: