

LIBRARY TECHNICAL ASSISTANT I/II

DEFINITION

To perform a wide variety of paraprofessional technical and clerical library work related to such activities as cataloging, classification, circulation and assisting patrons.

DISTINGUISHING CHARACTERISTICS

<u>Library Technical Assistant</u> I This is the entry level class in the paraprofessional Library Technical Assistant series. This class is distinguished from the II level by the assignment of the more routine and repetitive duties that are performed according to established procedures and under immediate supervision. Under this concept, positions assigned to the classification of Library Technical Assistant II which become vacant may reasonably be filled at the Library Technical Assistant I level.

<u>Library Technical Assistant II</u>: This is the journey level class in the Library Technical Assistant series. These positions may be filled by advancement from the I level or, when filled from the outside, require prior library technical experience. Appointment to the II level requires that the employee be performing the full range of duties and meet the qualification standards. A Library Technical Assistant II is expected to perform assigned duties with only occasional instruction or assistance, and work is normally reviewed only on completion. Adequate performance at this level requires the knowledge of general department policies and procedures.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Library Services Director. Functional supervision may also be received from higher level library staff. Functional supervision may be provided to lower level library positions.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all-inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS:

Serve at a circulation desk, check books in and out of library; issue library cards;, conduct and oversee inventories and processing of books and other library materials; maintain bibliographic records; and establish and maintain collection files and records.

Provide general information to the public pertaining to library services and programs.

Operate and maintain various library-related equipment and general office equipment.

Perform standard office support work such as answering telephones, ordering supplies, maintaining files and operating computer terminals.

Regular and consistent attendance.

Work cooperatively with others.

Under supervision, conduct various special programs and community outreach activities such as story hours and reading programs.

May train and assign routine tasks and provide technical instruction to part-time positions in area of responsibility.

Locate books and other materials using indices, catalog guides, and computers.

Assist patrons in completing requests for materials not available in the local collection and verify completeness of requests; receive and process inter-library loan requests; maintain inter-library loan services.

Prepare displays and exhibits.

Post, file, maintain recurring accumulative records; compile data and prepare summary activity reports including circulation statistics, user and loan survey reports and materials collection lists.

Perform related duties as assigned.

QUALIFICATIONS

Library Technical Assistant I

Knowledge of:

General types and uses of library materials, including basic reference sources and materials.

Basic arithmetic.

Basic public desk etiquette, telephone etiquette and communication skills.

Safety principles, practices and procedures.

Operation and programs of a personal computer

Skill to:

Provide information to the general public regarding library department services.

Learn library practices and procedures, and the location of materials in the libraries.

Perform a variety of library technical and clerical work with speed and accuracy.

Communicate clearly and effectively, both in oral and written form; understand and carry out both oral and written instructions.

Type at a speed necessary for adequate job performance.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

Ability to:

Make use of a library automated system including indices, catalogs and other on-line research methods.

Work weekend and evening shifts as assigned.

Develop cooperative public relations with co-workers and the general public.

Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Education and Experience:

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

Equivalent to completion of the twelfth grade.

Experience:

One year of experience performing general clerical or related work in a public library system.

Library Technical Assistant II

In addition to the requirements for Library Technical Assistant I:

Knowledge of:

Standard public library procedures of a complex nature including cataloging, bibliographic search procedures and the use of a variety of reference sources and materials.

Skill to:

Perform a variety of technical and clerical library work with speed and accuracy.

Interpret and apply library procedures and policies.

Ability to:

Use sound independent judgment within established guidelines.

Perform office support work including preparing reports and other written materials; maintain accurate records and files.

Provide basic reference assistance to library patrons and technical assistance to subordinate library personnel.

Experience:

Two years of technical and clerical library experience performing duties comparable to those of a Library Technical Assistant I for the City of Woodland.

Human Resources

Council Action: September 1, 1998