

CITY OF DALY CITY
JOB SPECIFICATION

APPROVED BY
PERSONNEL BOARD: 03/07/2012
CITY COUNCIL: 03/12/2012
RES. NO.: 12-32

LIBRARY ASSISTANT III

DEFINITION

Under the general supervision of a Librarian II, Librarian III or Library Services Manager, this position is responsible for coordinating a library program area such as Circulation, Programming, Outreach and Marketing, or Technology Support and Training. This is the highest level of the Library Assistant series and is distinguished from the next lower class by the higher level of responsibility, including coordinating services system-wide and training and supervising staff.

EXAMPLES OF DUTIES

Plan and coordinate the operation of the circulation desk; perform circulation desk duties including checking materials in and out as necessary; train and supervise Library Assistants, Aides, and Pages; assist in formulating and enforcing local library policies and procedures; may represent the City library on committees dealing with procedures for conducting cooperative library activities throughout the County; maintain the currency of policy and procedure manuals for both intra-library and inter-library activities; assure that subordinate staff operate in accordance with current policies and procedures; schedule work and maintain adequate staffing level; compile weekly timesheets and certify their accuracy; monitor job performance and prepare written evaluations; interpret library policy to patrons and subordinates; assist library patrons in locating and using library materials; answer basic reference questions referring higher level or more complicated questions to appropriate staff; identify and correct operational problems; resolve patron complaints or disputes; report in a timely fashion when problems with equipment or physical plant occur; plan and host library events; promote the library at public events; design promotional materials; plan and implement the maintenance of library computers and other technology; coordinate with third-party vendors, City, and Peninsula Library System information systems staff; troubleshoot technology malfunctions; plan and provide training on the use of technology to staff and patrons; and other related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of: Public library purposes, practices, conventions, techniques, and terminology; modern office and library procedures and methods including microcomputer applications and library automation; business math; and principles of supervision.

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Ability to: Exercise initiative, tact, leadership, and independent judgment; interact with and relate effectively to people of different ages, socioeconomic status, and ethnic background; maintain appropriate public service demeanor; work effectively without close supervision; make sound judgments and decisions within established guidelines; employ principles and techniques of supervision; operate and troubleshoot library equipment and contact service providers as needed; keyboard at a speed necessary for successful job performance; work with numbers and alphabet accurately; communicate clearly and effectively both orally and in writing; perform such physical tasks as lifting and moving library materials, stooping, reaching, and walking up and down stairs; interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

Education: High school graduation or equivalent and possession of an AA degree or completion of two years (50 semester units) of college level courses. Library experience may be substituted for the required education on a year-for-year basis.

Experience: Three years of full time public library employment at the Library Assistant II level or equivalent.

License: Possession of a valid Class C California Driver's license.

R: 02/12