

CITY OF DALY CITY
JOB SPECIFICATION

APPROVED BY
PERSONNEL BOARD: 02/08/2007
CITY COUNCIL: 02/26/2007
RES NO.: 07-35

LIBRARY ASSISTANT I/II

DEFINITION

Library Assistant I: Under direct supervision, performs technical and clerical library work related to the variety of activities associated with the acquisition, processing and circulation of library materials and assistance to patrons in the use of materials, services and library computers. This class is distinguished from the Library Assistant II by performance of the more routine tasks and duties assigned to positions within the Library Assistant series.

Library Assistant II: Under general supervision, performs a wide variety of technical and clerical library work related to such activities as the acquisition, processing, cataloging, and circulation of library materials and assistance to patrons in the use of materials, services and computers. This is a full journey level position within the Library Assistant series and is distinguished from the Library Assistant I by the performance of the full range of duties with only occasional instruction or assistance. Employees in this class may be assigned to work without direct supervision in a small branch and may be directed to provide technical and clerical supervision over less experienced staff.

Under the flexible staffing concept, Library Assistant II positions that become vacant may reasonably be filled at the Library Assistant I level for training purposes.

EXAMPLE OF DUTIES

Library Assistant I's work with an automated system to order, check out and receive materials, register patrons, and collect fees and fines; process and repair books and other library materials; assist in the maintenance of manual and automated files; answer routine inquiries; assist patrons in using library computers and in locating print and non-print materials; perform routine clerical tasks such as typing, filing, and answering the telephone; assist with programming, displays, and special projects; may retrieve and shelve materials; and perform other related duties as required.

Library Assistant II's may perform Library Assistant I duties but will also participate in the creation and maintenance of manual and automated files; assist in the preparation and processing of orders for library materials; catalog materials; compile data and prepare summary activity reports; answer basic reference questions, referring higher level or more complicated questions to appropriate staff; locate books and other materials using indexes and catalogs; assist in formulating and enforcing local library policies and procedures;

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troubleshoot and correct computer problems; may assign routine tasks and provide instruction to aides and pages; and perform other related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of: Library materials, services, and terminology; modern office procedures and methods including filing and use of personal computers; customer service skills; and basic business arithmetic at the Library Assistant I level. Library organization and familiarity with computer applications and automated library systems at the Library Assistant II level.

Ability to: Library Assistant I level: Learn basic library conventions, practices, and methods including the Dewey Decimal System and automated library systems; interact with and relate effectively to a variety of people of different ages, socioeconomic status, and ethnic background; maintain an appropriate public service demeanor and positive customer service interactions; communicate clearly both orally and in writing; make sound judgments and decisions within established guidelines; perform assigned tasks with speed and accuracy; understand and carry out both oral and written instructions; work with numbers and alphabet and count cash accurately; keyboard at a speed necessary for successful job performance; learn to operate and troubleshoot library equipment including computers, copy machines, microform readers, typewriters and printers; 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.

Additionally, at the Library Assistant II level,: Work with complex library conventions, practices and methods including the Dewey Decimal System and automated bibliographic and circulation systems; perform a variety of library technical and clerical work with speed and accuracy under a minimum of supervision; operate and troubleshoot library equipment including computers, copy machines, microform readers, typewriters and printers; learn a variety of computer software applications and attend work and perform duties on a regular and consistent basis.

Physical capability to: perform such physical tasks as lifting and moving library materials, stooping, reaching, and walking up and down stairs.

Experience:

- Library Assistant I: Equivalent of one year of full-time employment performing general clerical or related work, desirably in a public library or other organization requiring considerable public contact. College training may be substituted for the required work

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experience on the basis of 25 college semester units being equivalent to six months of experience.

- Library Assistant II: Two years of employment, using automated, on-line library systems, at the Library Assistant I level or equivalent, desirably in a public library. Part time experience may be qualifying and will be prorated to full time equivalent.

Education:

- Library Assistant I: High school graduation or the equivalent. Clerical or specialized college level courses in library science, computing, or business desirable.
- Library Assistant II: High school graduation or equivalent and possession of an AA degree or completion of the equivalent 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.

License:

Library Assistant II: Possession of a valid, Class C California Driver's license.

R: 02/07