

SENIOR LIBRARY ASSISTANT

Class Code: 255

Range: E/16

Definition: Under general supervision, to plan, conduct and participate in activities of a specialized library function such as reference, public outreach, circulation, children's or technical services; or to oversee the operation of a large branch library; to perform paraprofessional level library work.

Distinguishing Features: This is the advanced journey level in the paraprofessional library support series. Employees work within a broad framework of policies and procedures and perform duties in a highly independent manner. This classification is distinguished from the journey level in that employees provide work direction and assistance to a larger number of staff and/or perform more complex paraprofessional and technical library work. The employees often work outside of proximity of his/her supervisor.

Examples Of Essential Position Duties:

The following duties represent the principal job duties, however, they are not all-inclusive. Other duties may be required and assigned.

- ▼ Instruct patrons in the operation of library computers; resolve minor system problems.
- ▼ Schedule and coordinate book drop pick up and check in with staff.
- ▼ Recommend books and other materials for addition to the collection; recommend materials for possible discard.
- ▼ Explain charges and service fees and other library policies and procedures; collect monies.
- ▼ Plan, publicize and implement program in assigned areas including community outreach, story times, and summer reading; design and prepare displays and exhibits.
- ▼ Interview new patrons to determine reading interests; locate, select and reserve reading materials that meet patrons' needs.
- ▼ Check out materials.
- ▼ Provide basic reference and readers' advisory services to patrons.
- ▼ Develop staffing schedules to provide adequate coverage for assigned areas.
- ▼ Assist in the interview, selection and training of new employees or volunteers as required.
- ▼ Prepare volunteer mileage logs and time sheets; review staff time sheets for accuracy.
- ▼ Serve as library representative on committees; meet with community groups and promote library services to the community, other agencies and businesses.
- ▼ Submit a variety of statistical reports, counts, records, and time cards.
- ▼ Serve on committees concerned with county-wide library issues.
- ▼ Inform and instruct staff on new policies and procedures; maintain procedures manual.

Auxiliary Duties:

The following duties represent duties that are generally performed by this position, but are not considered the principal job duties.

- ▼ Schedule use of facility by outside groups; proctor exams as needed.
- ▼ Check in new and reserve items; evaluate books for mending.
- ▼ Provide back up assistance at circulation desk as required.

- ▼ Contact patrons on overdue materials; inform patrons of available materials.
- ▼ Perform related duties as assigned

Qualifications:

Minimum Qualifications: A Bachelor's degree from an accredited college or university, plus two years of related work experience.

Knowledge, Skills, and Abilities: Requires knowledge of general principles and practices of public library services and program including circulation work, basic reference and reader's advisory services and children's services; familiarity with computerized library systems; modern office methods, procedures, equipment and record keeping methods. Ability to assist customers in locating and using library materials; organize work effectively; communicate clearly and concisely, orally and in writing; research and prepare detailed reports, records, and schedules; use good judgment in interpreting and applying library policies and procedures; establish and maintain cooperative work relationships with those contacted in the course of work including supervisor, other employees and the public; plan, develop and conduct the activities and operations of a specialized library function; direct and train assigned staff; use and operate a variety of equipment.

Special Requirements: *Performance of the essential duties of this position includes the following physical demands and/or working conditions:*

Requires the ability to exert a small amount of physical effort in sedentary to light work involving stooping and bending and moving from one area of the office to another; requires sufficient hand/eye coordination to perform semi-skilled repetitive movements such as filing, data entry and/or use of calculators, ten-key adding machines, other equipment or supplies. May require the ability to drive an automobile.

License or Certificate: Some positions may require possession of a valid, appropriate Oregon driver's license and a good driving record.