

THE COUNTY OF SOLANO
CLASS DESCRIPTION, 1999

LIBRARY ASSISTANT, SENIOR

DEFINITION

Under direction, performs a variety of specialized technical library work and/or provides lead worker guidance in the support of library operations; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This class is characterized by the responsibility to perform technical library work in the areas of adult/children's services activities, interlibrary loan, computer services, the law library, outreach service, volunteer coordination and audiovisual. Incumbents specialized technical assistance or provide lead worker guidance to a group of library clerical employees. This class is distinguished from the Library Assistant in that incumbents in the senior level perform the more technical level work and have on-going responsibility to provide lead worker guidance.

EXAMPLES OF DUTIES

Depending on assignment, duties may include, but are not limited to the following:

1. Leads the work of assigned staff; assigns, monitors and reviews the work of others for completeness, accuracy and adherence to policies and procedures; provides expertise in the resolution of problems; trains new employees in department program policies and procedures related to assigned function; participates in the evaluation process by monitoring and reporting on work performance.
2. Assists patrons in choosing and locating popular reading, informational and other library materials; answers reference questions and provides reader's advisory services within the limits of available resources and refers others to a Librarian or to the proper source; explains use of the library facilities and available services; explains and interprets library policies and procedures; assists in making recommendations for materials selection.
3. Processes book requests from County library branches, libraries within the North Bay Cooperative Library System, and other libraries within the state; verifies/updates and enters library information into manual and automated information systems; processes materials including receipt of periodicals; prepares correspondence and reports related to library services.

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4. Assists patrons in the law library with legal research, use of legal materials and software, and with rules and procedures of the law library.
5. Assists professional staff in program planning for children's services activities; plans and conducts preschool story hours; assists with preschool and primary grade visits at the library.
6. Collects and records fines and fees; balances cash drawer; prepares deposits.
7. Provides lead worker guidance to clerical workers and departmental aides within assigned area; prepares weekly work schedules; resolves problems with customers, vendors and procedures; schedules meeting rooms for public use.
8. Gathers statistics for monthly reports; collects data and collates sampling period statistics; troubleshoots problems with equipment; processes government documents.

QUALIFICATION GUIDELINES

EDUCATION AND/OR EXPERIENCE

High school diploma or GED; supplemented by three (3) years of full-time work experience in a library that demonstrates possession of and competency in the requisite knowledge and abilities.

KNOWLEDGE/ABILITIES

Considerable knowledge of library practices, procedures and techniques; general clerical methods and procedures, materials and equipment used in office operations; library department purposes, goals and policies; community library services and resources; automated and/or manual library information systems.

Working knowledge of reader interest levels and determination techniques.

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Ability to instruct patrons in all aspects of library resources and services; operate the bookmobile in varying weather conditions; apply department policies and procedures applicable to specialized assignment; operate and maintain audiovisual and other library materials and equipment; lead the work of others engaged in library clerical work and support activities; make decisions and independent judgments; communicate effectively both verbally and in writing; establish and maintain cooperative working relationships; formulate, promote and implement a variety of library programs; organize and prioritize work assignments; make routine arithmetical calculations; use proper grammar, spelling and punctuation; demonstrate tact and diplomacy; operate and maintain library computer equipment.

SPECIAL REQUIREMENTS

None.

SUPPLEMENTAL INFORMATION

Independent travel may be required.

Positions allocated to this class may require bilingual skills.

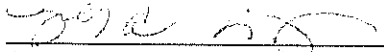
ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

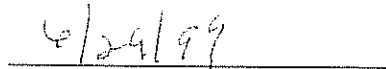
Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Some tasks may be performed with exposure to adverse environmental conditions, such as rain, temperature and noise extremes, traffic hazards.

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Human Resources Director



Date

Solano County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Solano County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.