

**City of San Rafael
Job Class Specification**

Job Title: Senior Library Assistant

SUMMARY

Under general supervision, to perform the most complex and responsible sub-professional library work; to supervise volunteer or part-time staff within a designated department; to provide lead direction to other Library Assistants; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS:

Senior Library Assistant is a lead and/or specialist class in the sub-professional library series. Assignments at this level are characterized by the requirement to work at a high level of independence, by additional specialized knowledge requirements within the field of library science, by major responsibility for supervising a group of volunteers and pages, and/or by regular responsibility for providing lead direction to Library Assistants.

SUPERVISION EXERCISED:

As a lead worker, positions assigned to this job class can supervise a group of volunteers and pages and/or lead direction to Library Assistants.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs reference and reader's advisory services for patrons within a specialized area of library materials.
- Recruits, interviews, selects, trains, appraises the performance of, and terminates volunteer, temporary, and/or part-time pages and helpers.
- Develops reading lists, reading programs, and other library programs and activities for special populations, and coordinates collection development.
- Schedules and coordinates work assignments of pages and volunteers.
- Assigns and directs the work of pages, volunteers and Library Assistants.
- Promotes community awareness of programs, and solicits additional funding.
- Coordinates with other community services and other libraries to expand programs and services;
- Prepares new materials for placement in the City's library system, assigning accession numbers, including physical processing, plus creating and updating records in an online database.
- Uses online database to place interlibrary loan requests and create temporary records of loaned materials.
- Performs basic copy cataloging of new bibliographic records to be added to online catalog.
- Places orders for new library materials using specialized computer software.
- Acts as liaison with circulation desk to answer inquires such as missing or damaged library materials.
- Maintains patron records, and related records.
- Performs special projects related to maintenance and improvement of library services.
- Answers questions and assigns work to Library Assistant within area of expertise.
- Participates in the work of the Library Assistant including issuing and charging materials, processing returned materials, collecting fees and fines.

KNOWLEDGE OF:

- Dewey decimal classification, Library of Congress, and related cataloging and indexing systems used by libraries
- Sources and techniques for recruiting volunteers

- Basic supervisory practices including interviewing and training, scheduling, assigning and appraising work
- References and sources for identifying and locating materials to fill requests or for use by special populations
- Organization and location of materials within the City's library system

ABILITY TO:

- Establish and maintain effective working relationships with other libraries or community services.
- Supervise volunteers and pages.
- Develop reading programs and lists for specialized populations, and coordinating related collection development.
- Provide reader's advisory and reference services within an assigned dared of expertise.
- Communicate effectively orally and in writing.

EDUCATION/EXPERIENCE:

A typical way of gaining the knowledge, skill and ability outlined above is: Equivalent to graduation from high school, one year of experience comparable to the Library Assistant II classification at the City of San Rafael, or four years of circulation desk or related experience in a public Library at a level equivalent to the City's Library Assistant I. Course work in library science is desirable, and may substitute for up to one year of the required experience.

SPECIAL REQUIREMENTS:

Specified positions within this classification may require possession of a valid California driver's license and a satisfactory driving record and/or must be willing to work shifts.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The noise level in the work environment is usually quiet.

FLSA Status: Nonexempt
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