



LIBRARY TECHNICAL ASSISTANT III

DEFINITION

To perform a wide variety of paraprofessional technical and clerical library work related to such activities as cataloging, classification, circulation and assisting patrons.

DISTINGUISHING CHARACTERISTICS

This is the third level of the library paraprofessional services. This is distinguished by a Library Technical Assistant I and Library Assistant II as this position may serve as a lead worker and perform the more responsible paraprofessional library work. This position is distinguished from a Librarian classification in that the latter performs a variety of professional librarian responsibilities.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Library Services Director. Functional supervision may also be received from higher level library staff. Functional supervision may be provided to lower level library positions.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all-inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS:

Oversees all aspects of the circulation function, including registration of borrowers and monitoring overdue fines. Conduct and oversee inventories and processing of books and other library materials; maintain bibliographic lists, create book lists, and establish and maintain collection files and records. Explains library policies and procedures to patrons. Oversee Library Pages, Library Technical Assistant I/II Operate and maintain various library-related equipment and general office equipment. Plan, coordinator, and/or conduct special programs such as story hours or reading programs. Perform standard office support work such as answering telephones, ordering supplies, maintaining files and appropriate library databases and computer systems. Provide patrons with information about library resources, materials, and services. Is familiar with the various programs the library offers. Provides excellent customer service. Regular, predictable, consistent and timely attendance is an essential function of the position, in that Employee must be present to work to complete assigned tasks. Works cooperatively with others.

Train and assign routine tasks and provide technical instruction to Library Technical Assistants I/II and part time employee in area of responsibility. Locate books and other materials using indices, catalog guides, and computers. Assist patrons in completing requests for materials not available in the local collection and verify completeness of

requests; receive and process inter-library loan requests; maintain inter-library loan services. Prepare displays and exhibits. Post, file, maintain recurring accumulative records; compile data and prepare summary activity reports including circulation statistics, user and loan survey reports and materials collection lists. Acquire, process, and maintain library materials including basic cataloging. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

General procedures involved in receipt, circulation and storage of library materials. Basic arithmetic. Basic public desk etiquette, telephone etiquette and communication skills. Knowledge of standard public library procedures including cataloging, bibliographic search, procedures and the use of references sources and materials. Safety principles, practices and procedures. Operation and programs of library computer applications, methods and computer equipment. Practices and principles of recordkeeping practices and principles.

Skill to:

Understand and clearly provide information to the general public regarding library department services. Learn library practices and procedures, and the location of materials in the libraries. Perform a variety of library technical and clerical work with speed and accuracy. Communicate clearly and effectively, both in oral and written form; understand and carry out both oral and written instructions. Type at a speed necessary for adequate job performance. Establish and maintain effective work relationships with those contacted in the performance of required duties.

Ability to:

Review documents related to library operations. Be able to observe, identify and problem solve library operations and procedures. Establish and maintain effective working relationships with those contacted in the course of work. Make use of a library automated system including indices, catalogs and other on-line research methods. Work weekend and evening shifts as assigned. Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Education and Experience:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to a bachelor's degree in Library Science, English, Liberal Arts or a closely related field from an accredited college.

Experience:

Four (4) years of experience performing general clerical or related work in a public library system. Please note: Additional qualifying experience can substitute for the required education on a year-for-year basis up to four years.

ADA COMPLIANCE

Physical Ability: Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Heavy Work: Exerting in excess of 25 pounds of force occasionally, and/or in excess of 50 pounds of force constantly to move objects.

Other Requirements:

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with objects and people.

Environmental Factors: May be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, work space restrictions, intense noises, and environmental dangers.

Council Action
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