

CITY OF SALEM  
LIBRARY ASSISTANT III

00305  
20305  
40305

## **NATURE OF WORK**

This is para-professional work performed in the public library.

Library Assistant III work includes lead responsibilities. Lead responsibilities include: serving as lead staff at the main library, branch library or on the bookmobile; organizing, giving directions, and participating in the work of the unit; reporting major problems to supervisors; evaluating collection and use patterns. The degree of independence of action varies with the specific assignment, but duties are frequently performed without direct instruction or supervision. Employees of this class frequently direct the work of other employees such as Library Asst. II, Library Asst I, Library Aides, and Library volunteers.

This classification is distinguished from the Library Assistant II by assuming Lead duties and responsibilities and by the requirement for detailed knowledge of library practices and procedures within a division. A Library Assistant III also provides input about divisional procedures and policies.

## **ILLUSTRATIVE EXAMPLES OF WORK**

(Any single position of a class will not usually involve all of the duties listed and many positions will involve duties which are not listed.)

Directs Division in the absence of superiors.

Resolves patron concerns about registration, fines, lost materials, requests etc.

Assists/trains new Library Assistants I and II, Library Aides and volunteers.

Assists with directing and evaluating work performed by Library Assistant II, Library Assistant I, Library Aide and Library volunteer staff for accuracy and completeness.

Provides reference, reader's advisory, and circulation assistance to adult and juvenile readers.

Receives, reconciles, and deposits fines and fees; proficiency in all circulation functions.

Initiates and receives materials orders; processes materials upon receipt; performs cataloging tasks.

Uses a variety of online bibliographic networks to process interlibrary loan requests

Assists patrons in the use of personal computers and provides public instruction for basic computer software packages.

Organizes the public service desk for operation. Assists in circulation-related activities; enters and maintains patron information in the automated library system; checks materials in and out; sorts; routes; retrieves and shelves materials accurately; processes materials accurately; processes materials requests and notices; collects fees and fines.

Assists in opening or closing procedures within an assigned area.

Records statistical information.

Performs other related work as required.

### **WORK QUALIFICATIONS**

Experience in progressively responsible library work; graduation from a four year college or university or any equivalent combination of experience and training which provides the following knowledge, skills, and abilities:

Knowledge of the principles and practices of library science.

Knowledge of library procedures and techniques.

Ability to operate library equipment, including the computer system.

Ability to apply library science principles and techniques to specific operating problems.

Ability to plan and direct the operation of a small library unit.

Ability to direct and train clerical library employees and volunteers.

Ability to establish and maintain effective working relationships with other library personnel and the public.

Some knowledge of literature and when assigned to Youth Services, knowledge of children's literature and ability to perform youth service activities with understanding and enthusiasm.

Skill in PC keyboarding, word processing and other software programs.

Skill in preparing display or graphics work.

Must be able to work weekends as assigned.

Must be able to show up for work at assigned times and work the entire shift.

Ability to work for prolonged periods while standing and walking, lift up to 25lbs, push carts up to 75 lbs and place library materials on both overhead and floor level shelves.

Some positions may require possession of a valid Oregon driver's license and the ability to meet the City's driving standards.

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Approved By:  
Human Resources Director  
07/2005