

NATURE OF WORK

This is detailed paraprofessional library work involving a specialty assignment within a library division. Lead responsibilities may also be required.

Work involves responsibility for the application of specialized knowledge and skills such as coordinating one or more Circulation operations; developing and updating Children's educational/cultural programs; developing computer software collections, and the community computer network system; coordinating patron services; performing cataloging services for the library's collection in Technical Services, or other work of a comparable nature. Work is performed with considerable independence that varies with specific assignment. Employees of this class frequently lead the work of other employees and/or volunteers.

The work of this classification is distinguished from the Library Assistant III by the greater authority to coordinate specific services including developing and recommending service procedures within a division. The work of this classification is distinguished from the Librarian by the absence of professional knowledge required in all library sciences.

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 that are not listed.)

Assists professional librarians with division services by coordinating major program areas such as events, cataloging, collection, or patron services.

Prepares a variety of statistical reports related to division services.

Resolves patron concerns about registrations, fines, lost materials, requests, etc. Identifies patron needs and evaluates collection and use patterns. Develops services to meet these needs.

May direct division in absence of supervisor.

Assists patrons with Circulation, Audio Visual or Discovery Room activities, including the preparation of exhibits and interactive displays.

Initiates and receives materials orders; processes materials upon receipt.

Catalogs books and other materials using recognized standards for descriptive and subject cataloging. May produce original cataloging and/or authority work in the absence of available copy.

Schedules staff and volunteers. Coordinates daily workload.

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

Assists with collection development.

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.

Performs other related work as required.

WORK QUALIFICATIONS

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

Knowledge of:

- Principles and practices within specialty assignment area such as Children's cultural/educational programs, public oriented circulation and computer services or cataloging library collections.
- Literature when assigned to Youth Services, knowledge of children's literature and ability to perform youth service activities with understanding and enthusiasm.
- PC keyboarding, word processing and other software programs.

Ability to:

- Plan and direct the operation of a small library unit.
- Establish and maintain effective working relationships with employees and the public.
- Plan and organize work independently and direct support staff and volunteers.
- Operate and troubleshoot computers, printers, scanners, and other peripherals may be required if assignment is in the audio-visual center.
- Operate library equipment, including the computer system.
- Work for prolonged periods while standing and walking, lift up to 25lb, push carts up to 75lb and place library materials on both overhead and floor level shelves.
- Prepare display or graphics work.
- Maintain required work hours and attendance.

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

Human Resources Director

Revised: 8/18/2004

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