

CITY OF WEST LINN

JOB DESCRIPTION

JOB TITLE: LIBRARY ASSISTANT III

GENERAL FUNCTIONS:

Under the general supervision of a Principal Librarian, the Library Assistant III performs a variety of paraprofessional library duties and specialized clerical and related public service work at the library. This position may perform tasks at the circulation desk, youth services desk, and the reference desk. Library Assistant IIIs also work with staff training, catalog collection items, develop and administer a variety of library programs, develop newsletters and brochures. In addition, this position will perform a variety of lead worker tasks including assisting with employee selection, scheduling and the assignment of tasks. May be assigned to administer the library volunteer program. Contacts may be with co-workers, the general public and colleagues in other agencies.

Duties and Responsibilities

(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks that an employee may be expected to perform.)

1. Contribute to a positive work environment.
2. Provide reference, reader's advisory, and computer lab support.
3. Provide input on library policies, and procedures.
4. Train library volunteers, and assist with the training of library staff.
5. Create and present programs.
6. Provide general assistance to library patrons, including checking materials in and out and associated library account activities.
7. Provide information and input to news media to publicize and promote events and activities.
8. Schedule library staff. Develop and maintain procedure manuals for assigned work area.
9. Provide general administrative assistance to the library including paying bills and note taking.
10. May be assigned to administer library volunteer program.

(THESE ARE LISTED ABOVE)JOB SPECIFICATIONS:

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience may be considered.)

1) Job Preparation:

a) Education:

The position requires a minimum of two (2) years of college level general studies, art, literature, journalism, or a related field of study. Additional coursework in library science is highly desirable.

b) Experience:

Three (3) to five (5) years of library experience required, with some experience at the Library Assistant I level. Demonstrated knowledge of or experience with computer hardware and software required. Satisfactory equivalent combination of applicable experience, education and training which ensures the ability to perform the work, as determined by the hiring authority, may be substituted for the above.

b) Training:

- i) Specialized skills may include ability to interact effectively with general demonstrated skill in writing, some knowledge of principles and techniques of leading staff and volunteers.

2) Knowledge, Skills and Abilities:

- a) Ability to work under the pressure and stress of customer service, deadlines and schedules.
- b) Ability to work independently and with limited supervision.
- c) Skill and ability to utilize accepted problem solving techniques in a variety of situations.
- d) Ability to learn and fully utilize the staff and public components of the Integrated Library System and other library related software.
- e) Knowledge and ability to perform "reader advisory" tasks.
- f) Ability and skill to perform all tasks and responsibilities related to the public service desks in the library, including checking materials in and out of the library, checking in

interlibrary materials, administering fines, processing new library cards and responding to general reference questions.

3) Supervision:

- a) Is supervised by the Principal Librarian. Work will be reviewed annually. This position may act as lead worker to various library staff. This may include scheduling, work assignment and training.

4) Communication:

- a) There may be contact with other City departments. This position has frequent and in-depth interaction with other staff members.
- b) Contact with City residents is frequent. This will include facilitating programs, scheduling library facilities and arranging displays.

5) Cognitive Functions:

- a) General library duties are governed by written policies, procedures and guidelines of the City, Library or the County Library (LINCC) District. This position provides input for the development of policies, procedures and systems within the assigned work area.
- b) Innovation and creativity may be required to perform a variety of duties related to the position.

6) Physical Conditions:

a) Physical Demands:

- i) Lifting of book boxes is required.
- ii) The position requires the use of standard office equipment.
- iii) The position involves intermittent sitting, standing, walking, bending, stooping, and reaching.

b) Work Environment:

- i) Work is performed at the West Linn Library.
- ii) The work is performed during regular library hours, which includes weekends and evenings.

7) Resource Accountability:

- a) Responsible for providing input into department budget preparation process.

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- b) May commit City resources within budget for purchases up to \$3000 without direct approval from supervisors.

The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.