

CITY OF WEST LINN

JOB DESCRIPTION

Job Title: LIBRARY ASSISTANT II

General Functions:

Under the direct supervision of the Senior Librarian, performs paraprofessional library duties and specialized clerical and related public service work at Library. Performs circulation desk, interlibrary loan, technical processing of materials and related duties. Assists in answering questions on Library materials and books.

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) Contributes to a positive work environment.
- 2) Maintains a positive relationship with contacts specific to them and positions outside the City organization.
- 3) Works at the circulation desk providing general assistance for Library patrons including checking materials in and out to Library patrons on computer, accepts and collects fines, processes new library cards and answers general reference questions and reader's advisory questions.
- 4) Responsible for a distinctive function within the Library such as overseeing the processing of new books, recommending procedures and training, or organizing and managing a reader's advisory/public relations program for the Library.
- 5) May represent the City Library on assigned professional committees.

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:

Position requires a minimum of two (2) years of general studies, art or other related college level course work. Some additional coursework in library science 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 public and a demonstrated skill in writing.
- ii) Demonstrable knowledge or experience with computer hardware and/or software.

2) Supervision:

Received: Work is performed somewhat independently with a Librarian reviewing work for results obtained or conformance with policies and procedures.

Exercised: Supervision of others is not a normal responsibility of this position. May be assigned to assist in the training and overseeing the work of pages, volunteers and some part-time staff.

3) Communication:

Relationships outside the City organization maintained are with various County library system committees. May require organization of countywide staff exchanges and workshops. May also include private industry and state agencies that provide funding through grants and donations.

Contacts made with other City departments are infrequent and in response to reference information, reader advisory questions, and scheduling of room facilities.

Contacts with the City's residents maybe frequent while and may include contacts for marketing and promotion duties. Other contacts as needed to arrange for outside

art and information displays and daily contact with the community to schedule and oversee usage of the community room.

4) Cognitive Functions:

General library duties are governed extensively by written policies, procedures and guidelines of the City library or the County library system. This position may be assigned to special projects and may be responsible for implementation of new guidelines and procedures in the areas of technical processing, volunteer and public relation programs. Broad policies in the aforementioned areas will be established by the Library Board.

Errors made could result in loss of credibility of Library in community or lack of funding for materials and equipment.

Precedent is available to resolve most problems in course of work through experience and training.

Use of innovation when responding to problems is recommended, tempering this with established precedent through past experience and training.

Decisions most often made in the course of work include those regarding reference and reader advisory questions determining what is needed and recommendations for new procedures and policies.

5) Working Conditions:

Some lifting of book boxes is required. The position requires the use of standard office machines and the computer keyboard. Work is performed in a Library setting. Normal business hours may include some weekends and evenings.

6) Resource Accountability:

If assigned a special acquisition project, is responsible for the associated acquisition budget.

Records maintained may include those associated with tracking expenditures for assigned acquisition budget.

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.

