

COUNTY OF SOLANO

LIBRARY ASSISTANT, SUPERVISING

Est. 10/03

DEFINITION

Under direction, plans, organizes and supervises clerical and technical level library services; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This class is responsible for providing first-line supervision over clerical and technical level library work primarily in circulation and computer center services. Incumbents have overall responsibility for planning, organizing, supervising and evaluating the work of library support staff. Successful performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from the Senior Library Assistant class in that the latter are expected to perform a variety of specialized technical level tasks and provide lead worker guidance in the support of library operations. This class is also distinguished from the Library Associate class in that the latter are expected to provide paraprofessional level reference and program services.

EXAMPLES OF DUTIES

Depending on the assignment, duties may include but not be limited to the following:

1. Supervises, assigns, directs and evaluates the work of staff engaged in clerical and technical library work primarily in circulation and computer center services and support activities in accordance with departmental policies; reviews work prepared by staff.
2. Plans, schedules and assigns clerical and support work to maintain desired service levels during library hours.
3. Maintains and prepares statistical reports; oversees all monetary transactions; verifies, updates and enters library information in databases and other filing systems.
4. Assists with facility and equipment maintenance; coordinates and oversees the booking of meeting, conference and group study rooms as well as the set-up and take-down of these rooms for library programs and use by outside groups or organizations.
5. Trains new staff in the duties and tasks of their jobs as well as library policies and procedures; arranges on-going training so staff can stay current with job-related skills; assists in the development and delivery of in-service training workshops; may train and supervise volunteers.

6. Assists in the development and maintenance of procedure manuals.
7. Assists in developing budget requirements for supervised sections.
8. May oversee assigned library facility and/or staff in the absence of a supervisor or division head or in other special circumstances.

QUALIFICATION GUIDELINES

EDUCATION AND/OR EXPERIENCE

Three years of clerical and technical library experience providing direct customer service including one year of lead or Senior Library Assistant experience.

One year of experience may be substituted with an Associate of Arts degree from an accredited college with major course work in library science.

KNOWLEDGE/ABILITIES

Working knowledge of basic supervisory practices and principles including selection, training, work planning, evaluation and discipline of staff.

Working knowledge of general library methods and procedures including basic data processing applications and automated systems used in library support activities.

Working knowledge of public contact techniques.

Working knowledge of basic budgetary principles and practices.

Working knowledge of modern office methods, procedures and equipment.

Ability to perform complex clerical work and assist customers in the use of library resources and equipment; schedule and train staff to work in the various service areas; plan, organize and conduct training sessions; prepare and maintain complete and accurate reports and records; interpret and apply library procedures and policies; exercise sound independent judgment within established guidelines; understand and follow oral and written instructions; use a computer; work a flexible schedule; work under pressure and meet short deadlines; communicate effectively both verbally and in writing; exercise tact and diplomacy; establish and maintain cooperative working relationships.

SPECIAL REQUIREMENTS

Possession of or ability to obtain a valid Class C California driver's license may be required.

SUPPLEMENTAL INFORMATION

Independent travel may be required.

Willingness to work evenings, Saturdays and Sundays at any library branch or division, as assigned.

Department Head

Date

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