CLASS SPECIFICATION

Class Code:	60005016
Date Established:	09/1979
Last Reviewed:	06/2021
Last Revised:	06/2021
Last Title Change:	
FLSA:	non-exempt
Probation:	6 months

LIBRARY ASSISTANT III

DEFINITION

Under supervision, performs a wide range of the most difficult duties in a specialized section of the library; independently acts as a lead worker in the absence of a Librarian; provides occasional facility oversight; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Two years of full-time paraprofessional library experience; OR an equivalent combination of related training and experience. An associate degree in any discipline from an accredited college or university may substitute for half of the required experience.

LICENSE OR CERTIFICATE

A valid driver's license may be required at the time of appointment.

DISTINGUISHING CHARACTERISTICS

This class serves as a lead worker at the journey level in the Library Assistant class series. This classification is distinguished from the Library Assistant II by having greater autonomy and increased responsibilities.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

May perform any of the Examples of Duties found on the Library Aide and Library Assistant class series, up to and including Library Assistant I and Library Assistant II job class specifications.

In the absence of a higher-ranking authority, provide temporary oversight of the facility/division and staff with readily available administrative support.

Act as a lead worker of a branch, including but not limited to, task assignment, incident reports, staff, public and/or volunteer matters and facility issues, including evacuation and emergency procedures.

Oversee the receipt and delegation of reports; assist with the daily money count and cash register issues; resolve complex circulation problems and customer service issues.

Prepare and adjust staff schedules, branch calendars, and schedule meeting rooms.

May train, coordinate, and oversee work of volunteer staff.

Assist in the training of staff and teach classes for the public.

Work with other divisions to identify and resolve complex issues.

Work with vendors and library staff regarding invoices, credits, funding, and problems with shipments; maintain data base information; and assist with organizing fiscal year fund hierarchies for the materials budgets.

Oversee, prepare, and present library tours, outreach, and programs on a variety of topics for all generations; decorate or prepare displays.

Addresses patron questions or concerns with a higher level of escalation and provides assistance, either directly or by referral, to appropriate staff.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:
Washoe County and Washoe County Library System policies, procedures, methods, and terminology.

American Library Association philosophy, practices, procedures, and techniques.

Specialized computer programs to facilitate the ordering, receiving, cataloging, and management of the collection.

Advanced bibliographic searching techniques.

Technical services, operations, and procedures.

Multi-generational program development.

Ability to:
Perform the duties of a lead worker or supervisor as assigned.

Oversee a library service or section of a library to accomplish established goals and objectives and optimize efficiency.

Plan, organize, and direct work to meet schedules and timelines.

Translate foreign language materials for those positions where bilingual skills are required.

Maintain accurate records and prepare reports.

Provide information by making appropriate use of available resources and exhibiting initiative to satisfy customer needs.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:
Collection maintenance practices.

Principles of work planning, coordination, and lead direction.

Alpha and numeric filing as applied to sorting and shelving books.

Integrated Library Systems automated databases, software, and digital resources.

Current computer/mobile technologies and use of the Internet.

Circulation operations and procedures.

Correct English usage, spelling, grammar, and punctuation.

Reading and math comprehension.

Ability to:
Participate in stack and collection maintenance.

Use critical thinking and problem-solving skills.

Plan, present, coordinate, and assist with directing a library program.

Use multiple types of digital technologies, library equipment, and audio/visual equipment effectively.

Communicate effectively, both orally and in writing, with people of diverse backgrounds.

Provide exceptional customer service.

Deal tactfully and politely with the public.

Maintain confidentiality.

Maintain effective, cooperative, and productive working relationships with the public, division staff, and representatives of other departments.

Work independently when required; exercise good judgment and initiative.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to sit for extended periods. Ability to frequently squat, bend, kneel, stoop, stand and walk. Using approved safety standards, ability to lift, push, pull and move objects weighing up to 50 lbs. Normal manual dexterity and eye-hand coordination. Corrected hearing and vision to normal range. Ability to work under conditions involving exposure to dust and odors. Ability to use audio/visual equipment and office equipment including computers, telephones, calculators, copiers, mobile devices, and FAX machine. Ability to use necessary chemicals. Work is performed in a public service environment with continuous contact with staff and the public.

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards.