



CLASS SPECIFICATION

Class Code: 5018
Date Est: 9/79
Last Rev: 8/98
Last Title Chg:
FLSA: non-exempt

SENIOR LIBRARY ASSISTANT

DEFINITION

Under general supervision, assists a section head with the operation and supervision of a library or a complex section in a large library; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A Bachelor's degree from an accredited college or university and two years of full-time paraprofessional library experience; OR an equivalent combination of education and experience.

LICENSE OR CERTIFICATE

NA

DISTINGUISHING CHARACTERISTICS

This class is the first full supervisory worker and advanced journey level in the Library Assistant series. It is distinguished from the Library Assistant III class by the degree of independence with which assignments are performed, the exercise of supervisory responsibilities for other staff and the size and/or complexity of the section or library in which supervisory responsibilities are exercised.

SUPERVISION EXERCISED

Exercises direct supervision over support staff.

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

Supervise and train Library Assistants engaged in varied phases of library operations.

Assist with developing and implementing procedures for an assigned library or library section.

Interpret rules and inform staff of policy.

Schedule assignments, prepare work evaluations, counsel staff, and administer discipline.

Handle complaints and resolve technical problems.

Maintain records and prepare reports.

Assist with special library projects.

Participate in section or library management, assisting with budget activities, overall planning, and goal setting.

May serve as a section or library head.

May have responsibility for children's or adult programming.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

In the Acquisitions Section: maintain standing order lists; handle standing order files; catalog books, documents, and other media; work with vendors and library staff regarding invoices, credits, funding, and problems with shipments; maintain data base information; work on the public reference desk, answering complex reference questions.

In the Circulation Section: manage and supervise the day-to-day operation of the Circulation desk; answer questions and check out material for circulation; receive and transmit patron requests for books, media, and information; locate and reserve books and media for circulation; issue library cards; collect monies for overdue or damaged books and media; may maintain account records on monies collected; resolve circulation problems; collect fines/fees; perform patron registration.

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 Library System policies and procedures.

Washoe County Library System automated database for information retrieval.

Local community and user needs.

Countywide personnel policies.

Ability to:

Supervise personnel, including training, assigning, and reviewing work, administering discipline, and conducting performance evaluations.

Plan, coordinate, and direct a library or section of a library in the Washoe County Library System to accomplish established goals and objectives and optimize efficiency.

Implement work methods and procedures that promote a safe working environment and ensure proper staff training in work safety.

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

Knowledge of:

Library procedures, methods, and terminology.

Circulation operations and procedures.

Processing and cataloging of library media.

Library reference resources.

Correct English usage, spelling, grammar, and punctuation.

Children and adult programming.

Modern office methods, practices, and procedures.

Maintenance of filing and information retrieval systems.

General functions and services of a library.

Computer applications for library services.

Principles and practices of supervision.

Ability to:

Evaluate work priorities, procedures, and processes to determine their effectiveness and efficiency.

Perform specialized library duties in areas such as reference, cataloging, interlibrary loan, and circulation.

Maintain accurate records and prepare reports.

Effectively represent library services with the public.

Interpret, explain, and apply library regulations, policies, and procedures.

Communicate effectively, both orally and in writing.

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

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Ability to sit for extended periods. Ability to frequently stand and walk. Ability to lift and move objects weighing up to 50 lbs. Normal manual dexterity and eye-hand coordination. Ability to use audio/visual equipment and office equipment including computers, telephones, calculators, copiers, and FAX machine. Ability to work under conditions involving exposure to dust.

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

Approved _____ WERCCS Job Evaluation Committee _____

Date _____ March, 2001 _____