

ASSISTANT LIBRARIANDEFINITION

Under direction, perform highly responsible paraprofessional library duties in assigned section of the library.

DEPENDING ON ASSIGNMENT, ESSENTIAL FUNCTIONS INCLUDE, BUT ARE NOT LIMITED TO:

Assists library patrons in the effective use of library collections, facilities and services. Responds to moderately difficult research/reference questions. Assists Librarians in reviewing and evaluating literature in specialized fields of knowledge for purchase by the Library. Assists with collection development and maintenance. Plans, prepares and conducts story hours, instructional orientations and informational tours. Assists with outreach activities and with press releases, flyers and brochures. Assists with planning, preparing, promoting, and conducting a wide variety of library programs in a diverse community. Assists with or conducts library tours for schools, parents, and community groups. Visits schools and other community centers to provide and promote library programs and services. Assists with planning and preparing bibliographies and displays to inform and promote participation in library programs. Gathers statistics and write routine reports. May supervise, schedule, assign, and instruct paraprofessional and clerical employees and volunteers. Refers more difficult problems concerning section or unit procedures and policies to the appropriate staff member. In the absence of professional staff, may be responsible for daily operations in the assigned section including scheduling and payroll. Participates cooperatively in work team activities and perform other related functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This paraprofessional classification is the bridge to the professional Librarian series. This classification differs from that of Librarian in that the latter requires a Masters of Library Science degree and in-depth knowledge of current library science practices in order to perform the more complex duties required. Upon successful completion of the Masters of Library Science degree, Assistant Librarians will be appointed to a probationary Librarian.

RECOMMENDED MINIMUM QUALIFICATIONS

A degree from a four-year accredited college and concurrent enrollment in an ALA-accredited graduate program in library science. Two years of library experience is desirable, or any combination of experience and training which provides the following knowledge and abilities:

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: principles, practices, methods and materials of modern public library systems, including collection development and maintenance; standard reference materials/methods; principles and techniques of classifying and cataloging and methods of library automation; popular authors and titles, literature, and current reading trends; and some knowledge of Windows environment and software applications.

Ability to: supervise, direct and train staff; manage and direct the work unit operations of a diverse staff; read and communicate effectively both verbally and in writing in English and Spanish; analyze data and draft reports; plan, organize and oversee program activities; develop and refine procedures; maintain effective working relationships with the public, volunteers, and other employees.

SPECIAL WORKING CONDITIONS

Must be willing and able to work evenings, split shifts, occasional holidays, and weekends on a rotational or as needed basis.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

Successful performers enjoy working with multilingual adults and youth from a wide variety of cultural and socioeconomic backgrounds. They possess a strong “customer first” commitment and are quick to identify and respond to patron needs. They are enthusiastic about providing quality library services and maintain an approachable, tactful and patient demeanor in a highly demanding environment. They are well-organized, detail oriented, and effectively prioritize patron needs within operational workflow. They demonstrate excellent motivational skills and encourage working in a team environment for problem solving and continuous process improvements.

Special Note: All library employees actively participate in the City’s Total Quality Service program.

Class title established per Council Resolution No. 2003-021,
effective February 18, 2003

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