

City of Oregon City

Position Description

Position: Library Assistant III	AFSCME Union
Department/Site: Community Services - Library	FLSA: Non-exempt
Evaluated by: Library Services Manager	Salary Grade: 26

Summary

Provides a variety of paraprofessional library services and oversight including, but not limited to, support in the areas of technical services, circulation, reference services, children's services and/or technology.

Distinguishing Career Features

The Library Assistant III is the third level in a clerical and technical career ladder for library support. Advancement to this level requires compliance with the education and experience requirements and a demonstrated ability to provide a full range of customer services encompassing circulation, technical services, intermediate reference, children's services and technology.

Essential Duties and Responsibilities

- Coordinates and places orders for books, periodicals, and a variety of supplies for library use within pre-established parameters and procedures. Researches cost, availability, reviews, and hard-to-find titles. Coordinates with purchasing and accounting to verify that payments are commensurate with receipt of purchased items.
- Assists patrons by answering questions on the use of the library, internal and external resources, and location of materials. Provides instruction on the use of computers and equipment used in the library. Processes a full range of library material and fee transactions.

Provides intermediate level information and reference services to the public using automated and manual resources.
- Provides information services in the children's area, including storytime programming.
- Provides technology assistance and support in maintaining the library's computers and other equipment. Trouble shoots technology and equipment problems as necessary. Contacts assistance from outside resources when solution is not found.
- Maintains and monitors periodical subscriptions, ensuring complete listing and documentation of holdings.
- Maintains certain aspects of the Library budget by posting expenditures and encumbrances and maintaining up-to-date account balances for items such as books, supplies, microfilm, periodicals, and other materials.
- Verifies the accuracy of cash receipts and prepares deposits.
- Maintains the automated cataloguing system by updating internal information such as patron lists, due dates, and location of collection items.

- Coordinates closing of the library to ensure a timely, safe, and courteous closure of the facility for the day, including the storage of funds, the shutting down of equipment, the setting of all alarms, the securing of all doors and exits, and the exiting of patrons and staff from the building.
- Conducts "walk-and-talk" orientations for patrons in areas such as but not limited to, general use of the library, periodical research, bibliographic search, internet search, or use of electronic media.
- Receives new materials (books, media, textbooks or periodicals), enters into system, prepares for and enters into circulation (shelves). Provides location numbering to library materials and enters onto an automated library record system using a personal computer.
- Performs bibliographic verification or searching involving either manual or computerized techniques requiring accuracy and knowledge of library terms and bibliographic elements.
- Processes and monitors inter-library loan requests. Searches and transfers requested materials to locations and individuals. Monitors in-and-out distribution and location of publications.
- Processes and maintains records for requests, receipts, and returns of cooperative library system materials. Maintains records for lost and overdue books, fines.
- Plans, prioritizes, schedules, trains, and may review the work of other library assistants.
- Mends and repairs book and non-book materials. Disposes of damaged or outdated materials according to established procedures.
- Performs routine clerical and record keeping duties.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

Requires an in-depth procedural knowledge of library methods, practices and terminology including use of automated library catalog, integrated library system, and intermediate reference sources. Must have a complete understanding of the Dewey Decimal System of classification and the current American Library Association rules and trends for cataloguing. Requires a working knowledge of the processes for acquiring, cataloguing, classifying, and circulating library materials. Requires knowledge of and skill at conducting bibliographic searches. Requires a basic knowledge of multi-media equipment used in the library. Requires a complete understanding of Library operations, goals and objectives. Requires a working knowledge of financial record keeping sufficient to summarize daily activity and reconcile customer accounts. Requires sufficient communication skills to convey specialized concepts to patrons and to resolve urgent patron needs. Requires sufficient arithmetic skills to arrange materials in numerical sequences and to calculate sums. Requires sufficient writing skills to document instructions on use of library services.

- **Abilities**

Must be able to perform all of the duties of the position with only general supervision and support. Requires the ability to follow detailed procedures such as standard library cataloging and filing rules. Must be able to apply and explain library services, layout, rules, and policies. Must be able to maintain the circulation and reference areas in a manner conducive to support research and studying. Requires the ability to deal courteously with library patrons. Requires the ability to work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City and its services. Must be able to perform routine clerical and record keeping duties. Requires the ability to operate a variety of office equipment such as: personal computers, common office productivity software, special library databases, microfilm readers/printers, and other peripherals found in libraries. May be required to work evenings and weekends.

- **Physical Abilities**

Requires the ability to sit, stand, kneel, stoop, reach and twist. Requires sufficient visual acuity to recognize letters and numbers; hand-arm-eye coordination to use a personal computer keyboard; ambulatory ability to walk, move carts, and reach to selves for placement of lightweight objects (less than 10 pounds). Requires hearing and speech ability to project voice to a small group, and carry on conversations in person and over the phone.

- **Education and Experience**

The position requires the equivalent of an Associates Degree in library science curriculum or equivalent and three years of experience in a community/regional library setting is preferred. Additional experience or higher education enabling performance in all aspects of the job may be considered.

- **Licenses and Certificates**

May require a valid driver's license.

- **Working Conditions**

Work is performed indoors where some safety considerations exist from physical labor and handling of medium weight, yet, awkward materials.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.