

# CITY OF REDWOOD CITY SENIOR LIBRARY ASSISTANT

## **DEFINITION**

To perform a wide variety of technical library work in either the Main Library or a branch library setting.

## **DISTINGUISHING CHARACTERISTICS**

This is the advanced journey level class in the Library Assistant series. Positions at this level are distinguished from other classes within the series by their responsibility for either (1) performing more difficult and complex technical library work or (2) administering the day-to-day activities of a Main Library unit or branch library, including providing work direction or supervision of lower level staff.

## **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from higher-level library personnel.

May exercise functional and technical supervision over technical library staff and direct supervision over clerical and non-technical staff.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES** – Duties may include, but are not limited to, the following:

1. Prioritize, assign, and review the work of staff involved in work of assigned area; assists in selecting and supervising assigned staff.
2. Search, edit and input data into the RLIN system; review accuracy of input data; research and resolve discrepancies.
3. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for assigned area; implements policies and procedures.
4. Perform the more complex and difficult work in directing circulation desk activities; monitor and direct day-to-day circulation desk activities.
5. Maintain various statistics, files, and procedure manuals; prepare routine summary reports.
6. Develop procedures and forms; prepare special reports and surveys as directed.
7. Respond to general assistance inquiries for library materials, services, information, and complaints.

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8. Check out library materials to patrons; check in and prepare materials for return to the circulation collection.
9. Provide adequate shelving space for materials in collections and coordinate any necessary shifting; monitor shelving areas for neatness and accuracy.
10. Assist in the acquisition, processing and maintenance of the periodical collection for the library.
11. Assist patrons in completing requests for materials not available in the local collection and verify completeness of requests; receive and process inter-library loan requests.
12. Place orders for and receive library materials and supplies; maintain vendor, standby order and other files.
13. Supervise accounting function for overdue fines; receive and account for fines and other fees paid.
14. Research, analyze, recommend and change purchasing and surplus policies and procedures.
15. Verify and process incoming invoices for payment; resolve discrepancies.
16. Perform work with a record of regular attendance and punctuality.

**OTHER JOB RELATED DUTIES**

1. Perform related duties as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Principles and practices of technical library work including methods, practices and techniques of classification and cataloging, of reference and other adult services, or of children's services.

Computerized cataloging, bibliographic and circulation system databases and rules of entry of materials.

Modern office procedures, methods and computer equipment.

Principles and practices of supervision and training.

Department policies, procedures, organization and operating details.

Principles and procedures of record keeping.

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Basic mathematical principles.

**Ability to:**

Operate computerized library system databases; perform complex system searches.

Work independently.

Type at a speed necessary for successful job performance.

Supervise, train and evaluate assigned staff.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

**Physical Characteristics:**

Must be in sufficiently good health to perform job duties.

**Experience and Training Guidelines:**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Two years of experience comparable to that of a journey level library assistant.

**Training:**

Equivalent to the completion of the twelfth grade supplemented by clerical and specialized college courses in library science or a related field.

**Special Requirements:**

Bilingual ability may be required.

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**Physical Requirements:**

Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach and lift 20 pounds and push/pull 50 pounds.

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**ADA  
DOCUMENTATION OF ESSENTIAL DUTIES**

1. SDE
2. SDE
3. MWE
4. SDE
5. MDE
6. OAE
7. SDE
8. SDE
9. OAE
10. SDE
11. SDE
12. SDE
13. MDE
14. OAE
15. MDE
16. SDE

**DOCUMENTATION SCALES AND CODES  
FOR ESSENTIAL DUTIES**

**Time Spent:**

<b>S</b>	Significant	10% of day, week, or month
<b>M</b>	Moderate	5-9%
<b>O</b>	Occasional	Less than 5%

**Frequency:**

<b>D</b>	Daily
<b>W</b>	Weekly
<b>M</b>	Monthly
<b>A</b>	As needed

**Supervisor/Manager Review:**

<b>E</b>	Major focus of job/position
<b>NE</b>	Minor (can easily be assigned to another position)

**Effective Date:** November, 2001

**Bargaining Group:** Service Employees' International Union - Local 715