

**CITY OF REDWOOD CITY
LIBRARY ASSISTANT I
LIBRARY ASSISTANT II**

DEFINITION

To perform a wide variety of technical and clerical library work related to such activities as processing library materials, maintaining one catalog and assisting patrons.

DISTINGUISHING CHARACTERISTICS

Library Assistant I: This is the entry level class in the paraprofessional Library Assistant series. This class is distinguished from the Library Assistant II by the performance of the more routine tasks and duties assigned to positions within the series. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

Library Assistant II: This is the full journey level class within the paraprofessional Library Assistant series. Positions in this class are flexibly staffed and are normally filled by advancement from the lower class of Library Assistant I, or, when filled from the outside, require prior paraprofessional library experience. Appointing authority will approve promotion to higher class based upon the employee's ability to perform substantially the full range of duties for the class and meet the qualification standards for the class. Employees within this class are distinguished from the Library Assistant I by the performance of the full range of duties as assigned including those that require the knowledge of general department policies and procedures. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED AND EXERCISED

Library Assistant I

Receives immediate supervision from higher level library personnel. Functional or technical supervision may also be received from higher level department staff.

Library Assistant II

Receives general supervision from higher level library personnel. Functional or technical supervision may also be received from higher level department staff.

May provide functional and technical supervision over less experienced technical and clerical library positions.

CITY OF REDWOOD CITY
LIBRARY ASSISTANT I-II (*Continued*)

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

Check out library materials to patrons; check in and prepare materials for return to the circulating collection; register new patrons; collect fees and overdue fines.

Repair books and other library materials; prepare books to be sent to outside conservation sources.

Maintain card catalogs and other files.

Assist patrons in locating print and non-print materials.

Compile data and prepare summary activity reports including circulation and other statistics.

Follow opening and closing procedures of the assigned library.

Answer routine in-person and telephone reference directional and informational questions; refer more difficult or technical questions to appropriate library staff.

Input into a computer information such as bibliographic and patron records.

Assist in the processing of new print and non-print materials; process and discard old and worn paperback books.

Locate books and other materials using indexes and catalogs.

Retrieve and shelve books and other materials.

Perform routine clerical assignments, including typing and answering telephones.

Type catalog and book cards, shelf lists, book pockets, and book lists.

Assign routine tasks and provide instructions to library pages in area of responsibility.

Assist in ordering and receiving library materials.

Receive, sort and distribute incoming and intradepartmental mail.

May prepare and maintain displays and exhibits.

Perform related duties as assigned.

**CITY OF REDWOOD CITY
LIBRARY ASSISTANT I-II (*Continued*)**

QUALIFICATIONS

Library Assistant I

Knowledge of:

General types and uses of library materials; basic library terminology and services.

Modern office procedures and methods.

Basic mathematical principles.

Ability to:

Learn library practices and procedures, and the location of materials in the libraries.

Learn to operate computerized bibliographical and circulation systems.

Perform a variety of library technical and clerical work with speed and accuracy.

Understand and carry out both oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

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

Work with numbers and alphabet accurately.

Type at a speed necessary for successful job performance.

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:

One year of experience performing general clerical or related work in a library or public service organization.

**CITY OF REDWOOD CITY
LIBRARY ASSISTANT I-II (*Continued*)**

Training:

Equivalent to completion of the twelfth grade. College training may be substituted for the required experience on the basis of one year of college being equivalent to six months or experience.

Special Requirements:

Bilingual ability may be required.

Library Assistant II

In addition to the qualifications for Library Assistant I:

Knowledge of:

Principles and practices of supervision and training.

Computerized bibliographical and circulation system data bases and rules for entry of materials.

Principles and practices of technical library work, including bibliographic search procedures.

General department policies and procedures.

Ability to:

Supervise and train assigned staff.

Work independently.

Assist patrons in locating library materials and using library materials.

Operate computerized bibliographical and circulation systems.

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 technical and clerical library experience.

**CITY OF REDWOOD CITY
LIBRARY ASSISTANT I-II (*Continued*)**

Training:

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

Effective Date: April, 1988

Bargaining Group: Service Employees' International Union - Local 715