

**SENIOR LIBRARY ASSISTANT**

**DEFINITION**

To provide lead responsibility for the tasks, duties and functions performed by the paraprofessional and subprofessional staff assigned to a college library; to perform a wide variety of clerical and paraprofessional work; and to provide administrative support to library management staff.

**DISTINGUISHING CHARACTERISTICS**

This class is distinguished from the lower levels of Library Assistant by the higher level of applied knowledge and skill which is expected, the requirement to act in a lead capacity, and the requirement to be knowledgeable of a wide range of operating policies and procedures for a library.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from an educational manager.

Exercises technical or functional supervision over other classified staff and student assistants assigned to the library.

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

Monitor and maintain records using a computer terminal for a variety of library accounts, including library books, subscriptions, student assistant funds, college work study funds, library equipment service contracts, and photocopier rental.

Initiate and process orders for library books, including continuing orders, purchase orders, and library sub-orders; supervise the ordering of subscriptions to periodicals.

Supervise the receiving of new library books; verify and process invoices for payment, and initiate correspondence regarding problems with orders, invoices and statements from vendors.

Train and provide technical supervision to Library Assistants; select, train and supervise student assistants; schedule work hours and verify time cards.

Compile and maintain Procedural Manuals for classified and student assistants in the library.

Process reserve book requests from library patrons; locate material; provide information regarding available library materials; answer routine questions.

Ensure the proper maintenance and/or repair of all technical equipment and facilities associated with the library.

Assist as necessary library patrons and staff in the use of library equipment, such as microfilm and microfiche readers and printers, photocopiers, typing equipment, etc.

Supervise and perform activities relative to the circulation of library materials and the payment of library fines.  
(over)

**EXAMPLES OF DUTIES (continued)**

In the absence of a Librarian, assist patrons with routine reference questions and the use of the card catalog, Reader's guide and other indices.

Perform clerical support work for the library, such as opening and distributing mail, compiling statistical data and preparing reports for Librarians' and management's use.

Perform related duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### Knowledge of:

Library terminology and standard library practices and techniques, and all types of library materials.

Library technical process relating to acquisition and classification of library materials.

Methods and practices of financial record keeping.

Operations, procedures, specific rules and precedents of the library industry.

The technical equipment operations supporting the library, including the computerized data bases, the microfilm/microfiche reader/printers and the copying machines.

Basic principles of supervision.

#### Skill to:

Perform paraprofessional library duties relating to technical and public services.

Select, hire, train and supervise student assistants.

Perform difficult and responsible secretarial and clerical work with speed and accuracy.

Analyze situations and make decisions in procedural matters without immediate supervision.

Perform simple reference work and assist staff and patrons in locating library materials.

Prepare and maintain accurate and complete records and reports.

Make mathematical calculations with speed and accuracy.

Use a computer terminal to access data and maintain files.

Use a keyboard to enter or type not less than 40 net words per minute from clear, legible copy.

Establish and maintain cooperative work relationships with those contacted in the performance of required duties.

Provide technical supervision to other classified library staff.

#### Experience and Training

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

##### Experience:

Three years of experience performing the duties equivalent to those assigned to a Library Assistant II in the District, with at least two satisfactory years supervising student assistants and hourly staff.

##### Training:

Equivalent to the completion of two years of college with a major emphasis in Library Technology.

(revised 3/99)