

LIBRARY TECHNICIAN ASSISTANT

DEFINITION

Under general supervision performs ~~clerical and technical paraprofessional~~ library work; may be responsible for specialized library clerical functions; performs other related work as required.

DISTINGUISHING FEATURES

~~This is the journey level paraprofessional library classification. Work in this class requires a thorough knowledge of library techniques, functions, services, and the means for their most effective implementation and the ability to serve the public. This knowledge is gained either through formal education in library technology, or through considerable and varied library work experience.~~

EXAMPLES OF DUTIES

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Essential Duties

1. ~~1. Interacts with the public at service desks and maintains effective working relationships with employees and the public.~~
2. ~~2. Performs basic reference, circulation, and customer service duties including but not limited to: shelving materials, checking materials in and out, collecting fees, reader's advisory, delivering materials between locations and assisting with technology at the Main, Children's or Branch Libraries.~~
2. ~~2. Advises patrons regarding available materials in various subjects and for various ages and interests.~~
3. ~~3. Assists and educates patrons in the use of the library and library services on-line library catalog.~~
4. ~~Interprets and enforces library policies and procedures.~~
5. ~~Develops, prepares and presents programs to various age groups that meet community needs and aligns with the strategic priorities.~~
6. ~~4. Determines charges to be made for damaged materials; computes and collects fees and fines.~~
5.
7. ~~5. Performs public relations work including preparation of displays, exhibits, booklists, press news releases, and publicity materials; conducts library tours.~~
6.
8. ~~6. Coordinates school and library functions; visits schools; gives book talks and tells stories for children's programs. Participates in community events outside of the library.~~
7.
9. ~~7. Enters and receives orders, processes materials, creates purchase orders and requisitions, and performs copy cataloging. Performs general filing, typing, shelving, sorting, repair and restoration of library materials and various other clerical duties involved in operations such as overdues, interlibrary loans, serials control, and mail routing; prepares new books for circulation and assists in cataloging and technical processing.~~
8.
10. ~~8. Prepares and maintains statistical records; prepares various reports.~~
9.
10. ~~9. Maintains and updates various records and files; may prepare payroll information.~~
11. Trains and supervises volunteers and library aides.

11.12. May function as acting librarian as needed.

Other Duties:

1. Performs related duties as assigned.

WORKING CONDITIONS

- Primarily indoor environment in a publicly accessible building
- Ambient office sounds and noises such as speaking, working office equipment and software
- Regular loud talking and other noises made by the public
- Regular work in non-office environments such as parks, schools and day care facilities.
- Travel to City work sites and locations to conduct work.
- Frequent evening and weekend shifts.

PHYSICAL DEMANDS

- Ability to push, pull, drag, and lift up to fifty (50) pounds.
- Frequent bending or stooping.
- Dexterity of hands and fingers to operate computer keyboard, library machinery, and library materials.
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.
- Hearing and speaking to exchange information and make presentations

EMPLOYMENT STANDARDS

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: –Graduation from high school ~~or equivalent supplemented by two years of college course work.~~

Experience: ~~Two years of relevant experience in customer service, early childhood education or library work.~~
~~Substantial clerical and technical library experience.~~

Knowledge

Knowledge of modern public library functions, services, practices, procedures, terminology and materials; modern library equipment operation, including electronic information retrieval systems and online catalogs; library classification, circulation and cataloging.

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EMPLOYMENT STANDARDS (cont.)

Ability

Ability to effectively perform ~~journey level paraprofessional~~ library work; administer assigned services and functions; perform technical library tasks and operate computerized and other library equipment with speed and accuracy; interpret, apply, and explain established policies and procedures; establish and maintain accurate records; prepare reports; maintain level of knowledge required for satisfactory job performance; communicate effectively; establish and maintain effective working relationships with employees and the general public.

Keyboard Skills

~~Ability to perform computer keyboard work and routine typing with speed and accuracy.~~

Other Requirements

~~Possession of a valid California Driver's License and satisfactory driving record at the time of appointment is required as a condition of initial and continued employment only if the operation of a vehicle, rather than the employee's ability to get to/from various work locations in a timely manner, is necessary to perform the essential functions of the position. Selected positions require possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.~~

Special Requirements

~~Willingness and or ability to work rotating and/or irregular shifts, including nights, weekends and to adjust work schedules as needed.~~

r: 11/30/2024

Human Resources Department

JK/ps: Personnel Department
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