

BRANCH LIBRARY ASSISTANT II

DEFINITION

Under general supervision, to be responsible for the daily operations and services of a County branch library; to perform a variety of patron and circulation assistance in the County library system; to perform typing, filing and other office assistance duties; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the advanced working level in the Branch Library Assistant class series. Incumbents have responsibility for the operations and services of a County Branch Library site, as well as performing a variety of general library assistance duties. They are expected to be familiar with the policies, functions, and operations of the County library system and capable of providing help and instruction to library patrons.

REPORTS TO

County Librarian

CLASSIFICATIONS DIRECTLY SUPERVISED

May provide work coordination and lead direction for volunteers and substitute Branch Library Assistants.

BRANCH LIBRARY ASSISTANT II - 2

EXAMPLES OF DUTIES

- Has responsibility for the management, operation and services of the County Library branch.
- Works with library patrons, providing assistance in the use of Library facilities and resources.
- Answers questions, check out material for circulation including books, videos, CD's and cassettes.
- Assists patrons with research involving electronic subscription databases.
- Issues library cards and maintains registration records.
- Collects monies for overdue and damaged books and media, for prints and copies.
- Receives and transmits patron requests for books, media, and information, finds reserves books and media for circulation.
- Compiles information for statistical summaries and reports.
- Assists with book repair and mending.
- Re-shelves returned material.
- Prepares periodicals for patron use.
- Updates collection through weeding and quarterly collection rotations.
- Plans and conducts story time and summer reading programs.
- Plans and teaches two computer classes each year.
- Maintains close contact with the main library, particularly with regard to reference questions and the coordination of circulated materials between the main library and the respective branch.
- Attends workshops for updating of library knowledge and skills.
- Conducts tours to school aged students.
- Prepare displays.
- Develops and maintains rapport with community organizations.
- Acts as a liaison to local Friends of the Library organizations
- Types a variety of correspondence, information, and other materials.
- Insures proper repair and maintenance of branch library, furniture and equipment.
- Has responsibility for building security.

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TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods, frequently stand and walk; normal manual dexterity and eye-hand coordination; physical ability to lift and carry objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of audio-visual equipment; use of office equipment, including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office, occasionally works outside; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Library procedures and methods.
- Library reference resources.
- Correct English usage, spelling, grammar, and punctuation.
- Modern office methods, practices, and procedures.
- Maintenance of filing and information retrieval systems.
- Computer applications for library services.
- Mathematics.
- Public relations and customer service.

Ability to:

- Perform library and circulation assistance assignments.
- Interpret, explain, and apply library policies and methods.
- Make arithmetical calculations.
- Maintain accurate records and prepare reports.
- Assign job tasks to volunteers and substitutes.
- Effectively represent library services with the public.
- Establish and maintain cooperative working relationships.

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Training and Experience:

Two (2) years of general office assistance work experience, and at least one (1) year of experience as a Branch Library Assistant I.

Special Requirements:

Must possess a valid driver's license at time of application and a valid California Drivers License by the time of appointment. The valid California License must be maintained throughout employment.