

## **LIBRARY ASSISTANT III**

### CODES/PAY RANGE

Class Code: 2621

EEO Code: E

Pay Range: 116

### MAJOR FUNCTION

Paraprofessional work requiring knowledge and experience in library service techniques and supervision skills.

### ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Assists library patrons.

Trains, directs and supervises staff and volunteers in the specialized area of Technical Services.

Serves as second in command of a community library. May serve as librarian on a bookmobile.

Directs and supervises all activities related to circulation and processing in the absence of the circulation supervisor in a regional library.

Uses on-line databases such as CLSI and PCS.

May be in charge of central interlibrary loan program.

Performs work of lower level library classification.

Attends workshops as required.

Performs related work as required.

### KNOWLEDGE, ABILITIES AND SKILLS

Knowledge and experience of library science, procedures, and practices. Knowledge of the methods in cataloging, reference, and acquisition phases of a library. Knowledge of reader interest, books and authors, and of the theory and objectives of a public library system. Knowledge of Dewey Decimal System.

### **Library Assistant III**

Ability to coordinate and direct the work of a small staff. Ability to assist patrons in providing library service. Ability to communicate concisely, both orally and in writing. Ability to establish and maintain effective working relationships with patrons and staff. Ability to maintain accurate records relating to collections, accounting for library books, publications, and related materials.

### **MINIMUM QUALIFICATIONS**

Graduation from an accredited two (2) year college with an Associates of Arts degree or the equivalent (60 credits), plus one (1) year of paraprofessional library work; or, two (2) years of experience as a Library Assistant II or equivalent.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

### **ADA REQUIREMENTS**

Physical Demands: Light to medium work. Ability to see, hear, talk; finger dexterity. Ability to lift (10 lbs), carry, bend, reach, kneel.

Mental Demands: Ability to read and comprehend professional and technical manuals, procedures and journals; memos, policies, safety instructions. Ability to write compound sentences relating information, data and detail. Ability to speak clearly and concisely relating information, details and procedures to layman. Ability to perform basic mathematical functions.

Environmental Demands: Inside work.

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