

City of Watsonville

Job Description



JOB TITLE: Senior Library Assistant

APPROVED: December 2013

DEPARTMENT: Library

REPORTS TO: Principal Librarian

SUPERVISION: May exercise supervision over assigned personnel

EMPLOYEE UNIT: Clerical Technical-SEIU Local 521

FLSA: Non-exempt

JOB SUMMARY: Employees in this classification perform a series of highly technical tasks, provide direct public services and/or advanced support services in support of the library mission statement. They may be assigned to either the Public Services or Technical Services Division. Employees in this classification receive limited supervision and make routine decisions within the overall department policies and procedures. The Senior Library Assistant acts as a lead worker, directing, scheduling and monitoring other library staff.

EXAMPLES OF ESSENTIAL DUTIES: Duties may include, but are not limited to, any combination of the following:

- Coordinates the acquisition of library materials using a variety of tools, software, and systems
- Answers information and simple reference questions for the public in person and by telephone using library print and electronic resources
- Catalogs library materials using a variety of tools to locate, download and edit existing MARC records
- Acts as a lead worker to division clerks and library assistants
- Trains other library staff in the use of the library automation system and copy cataloging methodology
- Prepares reports
- Works collaboratively with supervisor in planning and implementing programs and events.
- Assists with training and supervising other staff in conducting events
- Performs related duties similar to the above in scope and function

EMPLOYMENT STANDARDS

Knowledge of:

- General library methods, procedures and terminology
- Technical tools and software
- MARC record structure and appropriate cataloging rules
- Effective customer service behavior

Ability to:

- Work well in a public service environment
- Work safely
- Effectively perform a variety of library assignments
- Communicate effectively
- Use a keyboard
- Use highly technical library tools and software

- Develop and maintain effective working relationships with other staff and the public
- Use library tools to provide information to the public
- Work independently and under general supervision
- Speak English/Spanish highly desirable

PHYSICAL REQUIREMENTS: Physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Hear adequately to converse on the telephone and in person
- Intermittently bend and twist to reach equipment on surrounding desk
- Intermittently reach above and below shoulder level to books on shelves: grasp with right and left hands; climb, squat and kneel
- Sit and stand for long periods of time

TRAINING AND EXPERIENCE

Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge is:

- Advanced education training equivalent to a bachelor's degree from an accredited college or university and two years of public library work experience.

Licenses/Certificates:

- Possession at the time of hire and continued maintenance of a valid Class C California Driver's license and safe driving record.