LIBRARY ASSISTANT III

DEFINITION

Under supervision, independently acts as a lead worker in the absence of a Librarian; provides occasional facility oversight; performs a wide range of the most difficult duties in a specialized section of the library; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Two years of full-time paraprofessional library experience; OR an equivalent combination of related education and experience.

LICENSE OR CERTIFICATE

N/A

DISTINGUISHING CHARACTERISTICS

This class serves as a lead worker at the journey level in the Library Assistant class series. This classification is distinguished from the Library Assistant II by having greater autonomy and increased responsibilities.

SUPERVISION EXERCISED

Acts as a lead worker of a branch intermittently in the absence of a Librarian.

EXAMPLES OF DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

May perform the duties within the Library Aide and Library Assistant class series, up to and including Library Assistant II.

Assist with the daily operation of the library.

In the absence of a higher ranking authority, provide temporary oversight of the facility/division and staff with readily available administrative support.

Act as a lead worker of a branch, including but not limited to, task assignment, incident reports, staff, public and/or volunteer matters and facility issues, including evacuation and emergency procedures.

Oversee the receipt and delegation of reports; assist with the daily money count and cash register issues; resolve complex circulation problems and customer service issues.

Prepare and adjust staff schedules, branch calendars and schedule meeting rooms.

May train, coordinate and oversee work of volunteer staff.

Assist in the training of staff and teach classes for the public.
Work with other divisions to identify and resolve complex Integrated Library System issues.

Order, receive and authorize payments for library materials; assist with maintaining and handling standing order lists, including applications of computer programs to facilitate the handling of standing order files, copy catalogs, books, documents, periodicals and other media; work with vendors and library staff regarding invoices, credits, funding and problems with shipments; maintain data base information; and assist with organizing fiscal year fund hierarchies for the materials budgets.

Oversee, prepare and present library tours, outreach and programs on a variety of topics for all generations.

Suggest materials for patrons utilizing a variety of online and print resources.

Perform basic end user troubleshooting, including printers, software and basic hardware.

Receive and transmit patron requests for books, media and information; location and reserve books and media for circulation.

Locate, read, interpret, apply and explain library regulations, policies and procedures.

Sort books, publications and other library materials according to classification code; load carts to prepare for shelving; and shelve returned materials, publications and other items in proper sequence.

Sort and process materials; mend books and other library materials in accordance with specific instructions.

Perform stack maintenance, including filing, shifting or adjusting shelves to accommodate materials.

Maintain specialized collections and assist with library collection maintenance and management.

File updates in various government and business publications, binders and manuals in accordance with respective publishing agency.

Assist patrons in locating library materials.

Assist patrons with the operation of office and computer equipment, including email, Internet, library catalog, databases, word processing and other computer applications.

Provide customer service; assist with check in and check out; issue library cards; collect fines and fees; and address patron issues.

Provide information services using all available resources.

Respond to patron questions and provide assistance, either directly or by referral to appropriate staff. Decorate or prepare displays.

Perform other duties as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

- Washoe County and Washoe County Library System policies, procedures, methods and terminology.

- American Library Association philosophy, practices, procedures, and techniques.

- Advanced bibliographic searching techniques.

- Technical services, operations and procedures.
Multi-generational program development.

Collection maintenance practices.

Alpha and numeric filing as applied to sorting and shelving books.

Integrated Library Systems automated databases, software and digital resources.

Current computer/mobile technologies and use of the Internet.

Specialized computer programs to facilitate the ordering, receiving, cataloging and management of the collection.

Circulation operations and procedures.

Correct English usage, spelling, grammar, and punctuation.

Reading and math comprehension.

**Ability to:**
Perform the duties of a lead worker or supervisor as assigned.

Use critical thinking and problem solving skills.

Oversee a library service or section of a library to accomplish established goals and objectives and optimize efficiency.

Plan, present, coordinate and assist with directing a library program.

Translate foreign language materials for those positions where bilingual skills are required.

Maintain accurate records and prepare reports.

Mend and repair library materials.

Participate in stack and collection maintenance.

Accurately maintain and file updates to government and business files, publications and manuals.

Use multiple types of digital technologies, library equipment, and audio/visual equipment effectively.

Provide information by making appropriate use of available resources and exhibiting initiative to satisfy customer needs.

Communicate effectively, both orally and in writing, with people of diverse backgrounds.

Provide exceptional customer service.

Deal tactfully and politely with the public.

Maintain confidentiality.

Maintain effective, cooperative and productive working relationships with the general public, division staff, and representatives of other departments.

Work independently when required; exercise good judgment and initiative.
SPECIAL REQUIREMENTS (Essential duties require the following physical skills and work environment.)

Ability to sit for extended periods. Ability to frequently squat, bend, kneel, stoop, stand and walk. Using approved safety standards, ability to lift, push, pull and move objects weighing up to 50 lbs. Normal manual dexterity and eye-hand coordination. Corrected hearing and vision to normal range. Ability to work under conditions involving exposure to dust and odors. Ability to use audio/visual equipment and office equipment including computers, telephones, calculators, copiers, mobile devices, and FAX machine. Ability to use necessary chemicals. Work is performed in a public service environment with continuous contact with staff and the public.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.