

CITY OF MILL VALLEY

LIBRARY ASSISTANT II

DEFINITION

To assist in day-to-day operations of the Library performing responsibilities related to specific department (e.g., Circulation, Technical Services, or Reference). To perform paraprofessional support duties that require more advanced skills than that of a Library Assistant such as cataloging, acquisitions, circulation problem-solving, database management, and supervision.

SUPERVISION EXERCISED AND RECEIVED

Receives immediate supervision from the Department Supervisor and/or Library Operations Manager.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Plan, direct and review the work of library assistants, pages and volunteers.
- Be able to carry out responsibilities of the department supervisor in his or her absence.
- Run reports, compile statistics, and assist department supervisor with staff reports.
- Participate in collection development by maintaining assigned subject areas.
- Trouble shoot and resolve problems requiring advanced knowledge of integrated library systems (Circulation Services)
- Manage projects involving large reviews/changes to the collection. (Reference Services)
- Help manage the integrity of the collection by monitoring the work of individual selectors at the Library and creating tools for selectors to more efficiently manage their sections. (Tech Services)
- Perform copy cataloging, derived cataloging and some original cataloging of library materials. (Tech Services)
- Execute a variety of acquisition tasks including but not limited to: combining and placing orders, processing invoices, managing funds in the accounting software, tracking materials expenditures. (Tech Services)

OTHER JOB-RELATED DUTIES

- Advise direct Supervisor on matters of procedures and policies.
- Train new staff.

- Document procedures.
- Maintain accurate files and records.
- Perform related duties and responsibilities as required.

JOB-RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of :

- Computer hardware and software, including proficiency in Microsoft Word and Excel.
- Millennium Acquisitions, Circulation, and Cataloging; OCLC Connexion; Baker & Taylor Titlesource; MARC record.
- Standard supervisory techniques.

Ability to :

- Communicate effectively in English both orally and in writing.
- Perform routine, manual tasks neatly and accurately.
- Deal tactfully and effectively with a variety of individuals, including library staff, patrons and general public.
- Exercise sound judgment in interpreting established library policies and procedures when dealing with patrons.
- Perform clerical work with speed and accuracy.
- Follow oral and written direction.

Experience and training guidelines:

Any combination of experience and training that would be likely to provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: At least two years Library Assistant experience.

Education: Possession of an Undergraduate college degree.

Special Requirements :

- Lift, pull and/or carry boxes or objects weighing up to 50 pounds; mobility to stand, stoop, reach and bend to place and remove books from high book shelves up to 80 inches above floor level or from low book shelves up to 2 inches above floor level.

OTHER:

FLSA Status: Non-exempt
Bargaining Unit: AFSCME
Approved by: City Manager McCann
Date: January 20, 2017

EFFECTIVE DATE: January 20, 2017