



City of Irving Job Description

Senior Library Assistant

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| FLSA Status: | Non-Exempt | Job Department: | Library |
| Job Code: | L312 (FT) / L315 (PT) | Reports To (Job Title): | Library Supervisor/Librarian |

PURPOSE

To provide a wide range of customer services and support the professional staff in program planning and production, collection development and maintenance, outreach and publicity.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Provide direct customer service by assisting customers with checking out and registering for library cards, by answering account inquiries; advising & assisting customers with Library resources such as online databases, library catalog, and other technical resources in person, online, and by phone.
- Provide computer technical assistance and troubleshooting issues with public computers, printer, copiers, and other equipment or machinery as needed.
- Train staff members and volunteers.
- Enforce library policies and procedures in a respectful manner to ensure the safety and integrity of materials, customers, and staff members.

If on General Assignment, an appropriate, assigned combination of the following:

- Select books for specific categories, update and maintain publications and other library material, assist with weeding process.
- Assist with the planning and implementation of programs, teach computer classes, and participate in outreach activities to promote libraries to seniors, neighborhoods, businesses and school.
- Publicize the library through creating graphically designed promotional items, writing press releases, newsletters articles and reports.
- Update monthly newsletters, wiki sites, web pages, and daily desks schedules.
- Assist in finding new revenue sources for the Library by writing and editing grants.
- Support reader's advisory services by setting up new book displays, creating bibliographies, adding signage and creating/supplying handouts.
- Maintain inventory of various supplies and literature for distribution to the public, accepts, evaluates and adds gifts for the library and the Friends.
- Process cash report for library, as well as payments and receipts, print overdue notices, and assess fees or charges for damaged materials. Process hold requests & notices, pulling materials requested.

If assigned to Technical Services:

- Prepare, process, and place orders for all new library materials; maintaining order records and files; utilizing Banner, Integrated Library System (ILS), and Baker & Taylor systems.
- Receive and process invoices for new library materials orders, and add item records to the catalog.

- Perform copy cataloging through OCLC Online Computer Library Center for library materials and transfer bibliographic records to the library's Integrated Library System.
- Create, edit, and maintain item/copy records for circulation and inventory purposes.
- Interact with other library staff in problem solving to facilitate the timely and accurate purchase, cataloging, and processing of library materials for the public.
- Print labels for materials and specify/apply required genre labels.
- Create and maintain local holdings records for serial records on OCLC to facilitate use of library collection and for interlibrary loan processes.
- Create and maintain Serials Control records and check-in records for each serial title, establishing publication and prediction patterns for expected issues.
- Process claims for missing serials issues and review annual changes to subscriptions.
- Process and fill interlibrary loan requests for customers and other libraries utilizing OCLC, Interlibrary Loan, and ILS systems.

OTHER DUTIES AND RESPONSIBILITIES

- Other duties as assigned by supervisor.
- Participate in meetings, training, workshops, seminars and conferences.

If Assigned to Technical Services:

- Enhance access to library collection by reclassifying library materials using current edition of Dewey Decimal Classification, by adding tables of contents, personal and corporate names, subject and genre fields to bibliographic records.
- Resolve problems with orders, subscriptions, catalog records, item/holdings records, interlibrary loans and re-label, re-catalog, reinstate, transfer, and change computer codes for materials for all library locations as required.
- Maintain up-to-date knowledge of national standards for cataloging, serials, acquisitions, and interlibrary loan.
- Perform full range of designated Circulation duties on Sunday rotation schedule (see above).

SUPERVISORY RESPONSIBILITIES

Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor. As an ongoing part of the position, the employee can expect to supervise approximately 1-3 employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

On General Assignment, Processes cash reports up to \$2,000, orders supplies up to \$2,500, and orders books & materials up to \$5,000. *If Assigned to Technical Services*, processes and monitors purchases of new library materials totaling as much as \$50,000 per month.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Equivalent to an Associate's degree from an accredited college or university with major course work in a closely related field.

EXPERIENCE

- Two (2) years of library work experience.
- *If Assigned to Technical Services*, one (1) year of the required experience should include prior experience with problem-solving in the core library technical services functions, including software experience with OCLC, MARC formats, Integrated Library Systems, electronic ordering systems, interlibrary loan systems, and other related software.

CERTIFICATES, LICENSES, REGISTRATIONS

- Appropriate, valid, state-issued driver's license, or ability to obtain upon hire, may be required.

KNOWLEDGE OF

- Customer Service: Principles and processes for providing customer and personal services including a desire to help customers regardless of their circumstance.
- Library Operations: Principles and practices for basic library operations, including cataloging systems, reader's advisory techniques and reference services.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Office software: Current word processing, presentation, spreadsheet, and database programs used by the city.
- Record Keeping: Principles and practices for collection and recording of information for use in report presentations.
- Statistical Principles: Methods and processes dealing with the collections, analysis, interpretation and presentation of quantitative data.
- Professional Methods: Dewey Decimal Classification, Library of Congress Subject Headings, Authority Forms, GSAFD.
- Library Software: OCLC Connexion Client, Connexion Browser, Local Holding Records, WorldCat Resource Sharing, ILLiad interlibrary loan system.
- Reading Comprehension of Spanish and/or other non-English languages is *desirable*.

If Assigned to Technical Services:

- Professional Codes: National codes for cataloging and interlibrary loan [e.g. AACR2r, RDA, ALA Interlibrary Loan Code for the United States].
- Professional Formats: International data communication formats: Machine Readable Cataloging (MARC/ISO 2709) and USMARC Format for Holdings Data.
- Record Keeping: Principles and practices for collection and recording of information for use in report presentations.

SKILLS AND ABILITIES IN

- Accuracy: Paying attention to detail in dealing with numbers, words, and ideas.
- Active Learning: Working with new material or information to grasp its implications.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Basic Math: Adding, subtracting, multiplying, or dividing quickly.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Oral Expression: Communicating information or ideas in speaking so others will understand.
- Complex Problem Solving: Identifying problems and reviewing related information to develop and evaluate options and implement solutions.
- Multi-tasking: Working with a variety of software packages and performing multiple processes simultaneously.
- Functional Supervision: Motivating, developing, and directing people as they work.
- Information Organization: Finding ways to structure or classify multiple pieces of information.
- Organizational Strategies: Tracking multiple variables by sorting, grouping, and calendaring.
- Prioritization: Selecting, from multiple options, activities to achieve a goal.
- Maintaining Current Knowledge: Reading, analyzing, and interpreting business and professional journals, technical procedures and or government regulations.
- Typing: Accurately entering information using computer keyboard.
- Copy-Editing: Proofreading written material.

GUIDANCE RECEIVED

General Instructions and Established Precedent/Procedures

Follows general supervisory instructions, as well as policies and precedents open to judgment in some areas and more specific guidelines, policies and procedures in others. Based on knowledge of policies, precedents and procedures, may assist others with standard work methods and problems.

CONTACTS

This position interacts with other city departments, schools, city organizations, and members of the public generally. In addition, it engages with professional organizations, among which may include vendors, publishers, and distributors.

EQUIPMENT AND PROPERTY

This position utilizes standard office and front-counter equipment, such as computers (with standard peripherals), copiers, fax machines, telephones, adding machines, cash registers, tape dispensers, scissors, and folding tools. In addition, this position may also utilize barcode scanners, a label printer, paper cutter, and library materials processing equipment, such as library stamps, book covering tools, and security device tools.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

The employee is constantly required to grasp, handle, feel, listen, see, stand, stoop, bend, talk, and/or walk. Frequently, s/he is required to balance, kneel, lift up to 50 lbs, pull, push, and/or reach. Occasionally, s/he is required to climb, crawl, drive a vehicle, sit, and/or smell. Specific vision requirements include close vision, distance vision, and color vision. S/he will stand for long periods of time while performing circulation tasks.

In addition, *if assigned to Technical Services*, the employee will need to lift boxes and tubs weighing up to 70 lbs, and push/manipulate book trucks weighing up to 400 lbs.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The employee may have occasional exposure to confining work spaces, dirty environment or library materials, air contaminations (which may include dust and mold), improper illumination, noise, toxic or caustic materials, and/or violence. This job requires the employee to make decisions directly affecting the safety of others. The noise level in the work environment is usually moderate.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.